

## MEMORANDUM

To: DDA Board of Directors  
From: Rob Bacigalupi, Executive Director <sup>RMB</sup>  
Re: May 20, 2016 Board Meeting & Miscellaneous  
Date: May 17, 2016

### AGENDA ITEM 3A - PUBLIC HEARING ON THE PROPOSED FISCAL YEAR 2016-17 BUDGETS FOR THE DDA, TIF 2 AND TIF 97

Enclosed are the draft budgets for the DDA and TIFs for this coming fiscal year. We are holding a public hearing Friday but no action is required. The DDA Board does not consider approval of the budgets until *after* the City Commission has approved them. I will run through the highlights of the each draft budget on Friday prior to the public hearing.

### AGENDA ITEM 3B - REPORT ON THE MAY 5, 2016 EXECUTIVE COMMITTEE MEETING TO DISCUSS THE FARMERS MARKET NAMING AND DONOR POLICY AND, TIF EDUCATION

Enclosed are the minutes from the Executive Committee meeting. Beyond the official minutes we want to detail what was discussed at the May 5 meeting.

The Executive Committee talked with DDA Counsel Lauren Tribble-Laucht the draft Farmers Market Naming and Donor Policy. The goal was to assure that there was a way to anonymously donate within the confines of legal requirements including the Freedom of Information Act.

The Committee also discussed TIF education, given recent commentary about tax increment financing and our upcoming efforts to draft a replacement plan for TIF 2.

### AGENDA ITEM 3C - COMMUNITY DEVELOPMENT REPORT

Jean Derenzy will provide a report at the meeting.

### AGENDA ITEM 4A - CONSIDERATION OF A FARMERS MARKET PROJECT NAMING AND DONOR POLICY

Part of fundraising for the Farmers Market Project is having a plan for donations including naming opportunities. Private funders often appreciate the ability to put their name on a worthwhile project in exchange for a meaningful donation. As you know, this draft policy was fashioned after Hickory Hills' naming policy, which was approved by the City Commission recently. Since you saw this last month, the draft policy has been tweaked to address the ability to make anonymous donations in a way that assures compliance with the Freedom of Information Act. If you find this policy acceptable, I recommend that the **DDA Board of Directors recommend the Sara Hardy Downtown Farmers Market Project Donor Recognition and Naming Policy to the City Commission for approval.**

### AGENDA ITEM 4B - CONSIDERATION OF MAKING REQUEST FOR BROWN BRIDGE DOLLARS FOR THE FARMERS MARKET PROJECT

As reported in previous months, we have a Farmers Market fundraising committee, including DDA Board member Harry Burkholder, who have been working with our consultant Megan Olds on a fund raising plan. The committee has suggested that the targeted completion date be moved back to Spring 2018 to allow more time to fund raise. With \$400,000 currently planned from TIF 97 and \$135,000 from parking, getting to \$2,000,000 is a daunting task. One of the recommendations of the committee is

to approach the City Commission for project support from the Brown Bridge Fund to provide more of a start with private funders.

As a refresher, the voters of Traverse City made five year's worth of excess oil & gas royalties from wells at the City's Brown Bridge property available for parkland improvements. The City Commission has already approved \$1,500,000 for Hickory Hills and another \$300,000 for Brown Bridge Quite Area improvements. Originally, well over \$3,000,000 was estimated to be available out of the fund. Recent low fuel prices have reduced estimates. I've attached a Q & A that goes into more detail about the Brown Bridge fund.

The farmers market site is parkland, will be more parklike with the improvements, is arguably the second-most visited park in the City and also happens to serve as parking lot to the most visited park. The Farmers Market Fundraising Committee is recommending asking for up to \$500,000. Therefore, **I recommend that the DDA Board of Directors request that the City Commission commit \$500,000 toward the Farmers Market Project.**

AGENDA ITEM 4C - CONSIDERATION OF RENEWING AGREEMENT WITH FAIR FOOD NETWORK FOR DOUBLE UP FOOD BUCKS

We have been offering Double Up Food Bucks at the Farmers Market now for five years. This program allows EBT card users to double their money at farmers markets, such as ours, to encourage healthier eating.

Fair Food Network provides funds up front to the DDA that we use to reimburse vendors who redeem double food bucks tokens from customers. This program would remain the only one that upfront dollars to the DDA for reimbursement. The other food assistance programs (Project Fresh, Senior Project Fresh, and EBT) all reimburse after the fact. Enclosed is the latest draft agreement, which I and Nick have reviewed and is very similar to last year's. I recommend that the **DDA Board of Directors authorize approval of agreement with Fair Food Network for the 2016 farmers market season.**

AGENDA ITEM 4D - CONSIDERATION OF TRANSFER OF FUNDS TO THE TRAVERSE CITY ARTS COMMISSION FROM TIF 97

When the DDA helped create the Traverse City Arts Commission, one of the ideas was that some percentage of capital improvement spending, would allocated toward public art. For the [current fiscal year's TIF 97 budget](#), we planned on transferring \$13,700 to the Traverse City Arts Commission for their pursuit of public art in that district. Therefore, I recommend that the **DDA Board of Directors authorize the transfer of \$13,700 out of the TIF 97 fund to the public art fund for use toward public art in the TIF 97 district.**

AGENDA ITEM 4E - CONSIDERATION OF AMENDING TRAILER PARKING RATE

Enclosed is a memorandum from Parking Administrator Nicole VanNess regarding instituting a new parking rate for trailers in Lot D, where the Boardman River boat launch is. We are suggesting the same rate as Lot M at the marina, where there is a boat launch as well. I recommend that the **DDA Board of Directors recommend a \$2 per hour meter rate for oversized vehicle or vehicle with trailer parking.**

AGENDA ITEM 4F - CONSIDERATION OF COMMITMENT TO SECURE A BROWNFIELD DEQ LOAN IN CONJUNCTION WITH THE PURCHASE OF 145 W. FRONT

Enclosed is a memorandum from Jean Derenzy, who has been working very hard to execute the purchase of land for public parking on the west side of downtown. This is part of our overall plan for downtown which calls for a parking structure in that part of town to serve development in the vicinity. I feel comfortable with this action as it has been reviewed by me along with the Chair and Vice-Chair. I recommend that the **DDA Board of Directors enter into a letter of understanding with the Grand Traverse County Brownfield Redevelopment Authority to secure an MDEQ loan as described in the May 18, 2016 memorandum from Jean Derenzy subject to the City closing on the purchase of 145 West Front and subject to the approval as to form by the City Attorney and as to substance by the Executive Director.**

MISCELLANEOUS ITEMS OF INTEREST

Enclosed is the latest version of the Strategic Categories Map. This map identifies the location of projects mentioned in this memo as well as those that are of current interest.

**Front Street**

**FRONT STREET REIMAGINED CROSSWALK** - The street bars and furniture are in place. I am working with Corbin on panels for the street bars.

**FRONT STREET SNOW MELT PROJECT** - This morning there was a meeting with property owners to discuss the status of the 200 block snow melt project. Attached is a status report that I handed out at the meeting. My takeaways from this morning's meeting are:

- look for grant funding for the project to help reduce cost,
- Have a discussion with the DDA Board about whether the DDA would take on this project versus having it property owner-initiated (at a later time),
- If the project is to move forward, it would be scheduled for Spring 2018

**Warehouse District**

**GARLAND STREET** - Construction is underway and, so far, on time. Work is expected to be done by July 2 with the exception of some of the "furniture."

**Old Town District**

**TIF 2 REPLACEMENT** - After discussing this with the Executive Committee, we decided to amend the schedule and add neighborhood meetings to the process to seek out residents' input. We are in the process of scheduling those for June and July. I will let you know when they are in case you might want to attend. Enclosed is a revised schedule.

**Bayfront/River**

**PINE STREET PEDESTRIAN WAY** - It's very exciting to see this project nearly done! The Engineering Department says it should be done around mid June.

**Other**

**OUTDOOR CAFE ORDINANCE** - The latest draft is at the Clerk's office for review and we expect to have this in front of the DDA Board in June.

**DETROIT INSTITUTE OF ARTS INSIDE OUT PROGRAM** - The artwork associated with this program is being placed this week.

Miscellaneous Memorandum

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PARKING SYSTEM UPDATES - Attached is the latest monthly report from Nicole.  
DTCA BOARD MINUTES - Enclosed are the minutes from the April DTCA meeting.

**DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING AGENDA**  
**Friday, May 20, 2016, 8:00 a.m.**  
**Commission Chambers, Second Floor**  
**Governmental Center, 400 Boardman Avenue, Traverse City**  
[www.downtowntc.com](http://www.downtowntc.com)

Information and minutes are available from the DDA Director, 303 East State Street, Suite C, Traverse City, MI 49684, (231) 922-2050. If you are planning to attend the meeting and are handicapped requiring special assistance; please notify the DDA Director as soon as possible.

1. Roll Call
2. Consent Calendar - The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the board, staff, or public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.
  - A. Consideration of minutes for the Regular Meeting of April 15, 2016 and the Study Session of May 6, 2016 (approval recommended)
  - B. Consideration of approving Financial Reports and disbursements for the DDA, TIF 2 and TIF 97 dated March 31, 2016, and April 30, 2016, and Financial Reports for Traverse City Parking Services dated February 29, 2016, and March 31, 2016 (approval recommended)
3. Chairperson's Report
  - A. Public Hearing on the proposed Fiscal Year 2016-17 Budgets for the DDA, TIF 2, and TIF 97
  - B. Report on May 5, 2016 Executive Committee meet to discuss the Farmers Market Naming and Donor Policy and TIF education
  - C. Community Development Report
  - D. Comments or Questions regarding Written Reports
4. Executive Director's Report
  - A. Consideration Farmers Market Project Naming and Donor Policy
  - B. Consideration of requesting a donation toward the Farmers Market project from the Brown Bridge Fund
  - C. Consideration of renewing agreement with Fair Food Network for Double Up Food Bucks
  - D. Consideration of annual transfer of funds to the Traverse City Arts Commission
  - E. Consideration of consideration of amending trailer parking rate
  - F. Consideration of commitment to secure a brownfield DEQ loan in conjunction with the purchase of 145 West Front
5. Public Comment
6. Adjournment

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA Executive Director has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA office.

**Minutes**  
**Traverse City Downtown Development Authority**  
**Regular Meeting**  
**April 15, 2016**  
Commission Chambers, Second Floor  
Governmental Center, 400 Boardman Avenue, Traverse City

Chuck Judson called the meeting to order at 8:00 a.m.

1. Roll Call

**Present:** Leah Bagdon-McCallum, Allison Beers, Harry Burkholder, Mayor Jim Carruthers, Steve Constantin, John DiGiacomo, Bill Golden, T. Michael Jackson, Jeff Joubran, Chuck Judson, Rick Korndorfer

**Absent:** Gabe Schneider

2. Consent Calendar. **Motion by Jackson, seconded by Bagdon-McCallum that the consent portion of the agenda be approved as amended. Motion carried unanimously.**

- a. **Approval of minutes of the Regular Meeting of March 18, 2016 and the Special Meeting of April 1, 2016.**
- b. **Removed From Consent Calendar.**
- c. **Approval that the DDA Board of Directors declare two desks and one credenza surplus as described in the April 12, 2016 memorandum from Special Projects Coordinator Nick Viox.**
- d. **Removed from consent calendar.**

3. Chairperson's Report

- a. Community Development Report
  - i. Derenzy reviewed report
  - ii. Bacigalupi to send Board a reminder of the upcoming Community Development meetings presented by Derenzy.
  - iii. Executive Committee will discuss communicating TIF education with the community.
- b. Consideration of an amendment to the Letter of Agreement for the Executive Director
  - i. **Motion by DiGiacomo, seconded by Burkholder that the DDA Board of Directors authorize the Chairperson and Secretary to execute an amendment to the Letter of Agreement for Executive Director with Rob Bacigalupi that would extend the term to three years, increase compensation 3% to \$74,602, with a**

**3% annual increase in years two and three, and add a provision for doing consulting on Mr. Bacigalupi's own time subject to approval as substance by the Chairperson and to form by General Counsel. Motion carried unanimously.**

- c. Comments and Questions regarding Written Reports
  - i. Bacigalupi reviewed memorandum

4. Executive Director's Report

- a. Consideration of Farmers Market Project naming policy
  - i. Chairperson Judson suggested that the Executive Committee further review the naming policy.
- b. Consideration of appointment to Farmers Market Advisory Board
  - i. **Motion by Golden, seconded by McCallum that the DDA Board of Directors confirm Chair Judson's nomination of Timothy Volas to the Farmers Market Advisory Board to replace Nancy Heller who term ends February 2017. Motion carried unanimously.**
- c. Consideration of recommending consultant agreement with Otwell Mawby for environmental oversight related to the Garland Street Project.
  - i. **Motion by McCallum, seconded by Korndorfer that the DDA Board of Directors recommend that environmental construction management services for the Garland Street project be awarded to Otwell Mawby and proper City officials be authorized to execute a service order with the above-mentioned consultant, on a time and expense basis in the amount not-to-exceed \$20,000 including contingencies, with funds available in the City's Capital Projects Fund. Motion carried unanimously.**
- d. Consideration of recommending purchase of utility cart for Traverse City Parking Services
  - i. **Motion by McCallum, seconded by Beers that the DDA Board of Directors recommend to the City Commission the purchase of an all-wheel drive utility vehicle with cab options from Leader RPM of Kalamazoo in an amount no-to-exceed \$15,398 with funds available in the Traverse City Parking System fund. Motion carried unanimously.**

**Items Removed From Consent Calendar**

- a. Approval that the DDA Board of Directors adopt the following resolutions:  
Resolution of Support of Critical Bridge - Support for the North Cass Street Bridge;  
Support of Critical Bridge - Support for the South Union Street Bridge; in support of the city's grant application to the Michigan Department of Transportation (MDOT) Local Bridge Program.

Korndorfer emphasized that the Traverse City Arts Commission may be interested in taking a role in the bridge resolution.

**Motion by Korndorfer, seconded by Jackson. Motion carried unanimously.**

b. Approval of Financial Reports and disbursements for the DDA, TIF 2 and TIF 97 dated February 29, 2016 and Financial Reports for Traverse City Parking Services dated January 31, 2016.

Carruthers asked for clarification on increases in various line items.

**Motion by Carruthers, seconded by Constantin. Motion carried unanimously.**

5. Public Comment
  - a. No Public Comment at this time
6. Comments from Staff and Board of Directors
  - a. Carruthers mentioned a residential, beach parking permit program.
  - b. Board discussed TCLP's role in Garland St. lighting.
7. Adjournment. The meeting officially adjourned at 9:08 a.m.

Respectfully submitted,

Nina Talarico  
Office Manager

**Minutes**  
**Traverse City Downtown Development Authority**  
**Study Session**  
**May 6, 2016**  
Commission Chambers, Second Floor  
Governmental Center, 400 Boardman Avenue, Traverse City

Chuck Judson called the meeting to order at 8:00 a.m.

1. Roll Call

**Present:** Leah Bagdon-McCallum (departed at 9:04 a.m.), Harry Burkholder, Allison Beers, Mayor Jim Carruthers, Steve Constantin, John DiGiacomo, Bill Golden, T. Michael Jackson, Jeff Joubran, Chuck Judson, Rick Korndorfer, Gabe Schneider

**Absent:** N/A

2. Discussion Regarding Downtown Housing

- a. Presentation by Sarah Lucas, Networks Northwest Regional Planning Manager
- b. Presentation by John Sych, Grand Traverse County Planner
  - i. Review of Joint Housing Task Force Report
- c. Board & Staff Comments
  - i. The Board and Staff had a discussion regarding downtown housing, taking an active role to have a positive impact on the downtown economy, address demand and participate in the Housing Summit in October with U of M

Bagdon-McCallum departed at this time in the meeting

- ii. Judson - invite Sarah Lucas to meet with the Executive Committee and create an action plan to present to the DDA Board
      - 1. Staff to conduct research on what other DDA's are doing regarding this issue
- d. Public Comment
  - i. Thom Darga, 101 N. Park, Ste. 504, commented on a future development with 100 apartments in the DDA District.
  - ii. Christie Minervini, 118 E. 17th Street, commented on the DDA organizing and advocating for affordable housing - creating a survey to the constituency

3. Public Comment by Board & Staff

- a. None at this time

4. Public Comment

a. None at this time

5. Adjournment. The meeting officially adjourned at 9:31 a.m.

Respectfully submitted,

Colleen Paveglio  
Marketing & Deputy Director

DRAFT

## DDA Financial Report

	April 30, 2015	Budget 15-16 as Approved	Budget 15-16 with Amendments	% of Budget	Budget Variance
<b>REVENUE</b>					
Property Taxes	65,528	70,000	70,000	90.3%	6,814
Interest and Dividends	317	200	200	1006.5%	-1,813
Miscellaneous	5,196	0	0	-	696
Rents and Royalties	33,430	45,000	45,000	78.1%	9,870
Administrative Services	512,401	767,377	767,377	81.1%	144,697
Prior Year Surplus	20,000	0	0	-	0
<b>TOTAL REVENUE</b>	<b>\$636,872</b>	<b>\$882,577</b>	<b>\$882,577</b>	<b>81.8%</b>	<b>160,263</b>
<b>EXPENSES</b>					
Payroll Expense	493,800	581,810	596,810	87.1%	77,158
Health Insurance	32,562	146,733	146,733	34.9%	95,553
Workers Compensation	6,955	0	0	-	-7,134
Office Supplies	9,839	9,000	9,000	66.0%	3,058
Operation Supplies	957	0	0	-	-371
Professional/Contractual	47,834	78,100	66,534	72.9%	18,010
Communications	3,483	4,600	4,600	74.7%	1,163
Transportation	1,391	2,000	2,000	15.7%	1,685
Lodging/Meals	3,995	5,000	5,000	61.9%	1,907
Training	1,350	2,000	2,000	12.5%	1,750
Community Promotion	9,540	12,500	12,500	11.8%	11,029
Printing/Publishing	5,535	7,500	7,500	47.8%	3,917
Insurance & Bonds	1,553	1,700	1,700	56.5%	739
Utilities	6,168	6,600	6,600	90.6%	619
Repairs & Maintenance	975	2,200	2,200	44.3%	1,225
Rentals	7,393	8,000	8,000	87.8%	973
Legal Expense	2,217	5,000	5,000	2.7%	4,865
Miscellaneous	25	400	400	0.3%	399
Equipment	4,300	6,000	6,000	50.1%	2,991
<b>TOTAL EXPENSE</b>	<b>\$639,871</b>	<b>\$879,143</b>	<b>\$882,577</b>	<b>75.1%</b>	<b>219,536</b>
				thru fiscal year ↓	
<b>NET INCOME/(LOSS)</b>	<b>(\$2,999)</b>	<b>\$3,434</b>	<b>\$0</b>	<b>83.3%</b>	

### Payroll & Fringes

	April 30, 2015	April 30, 2016	Budget 15-16 as Approved	Budget 15-16 with Amendments	% of Budget
Payroll Expense	493,800	519,652	581,810	596,810	87.1%
Health Insurance	32,562	51,180	146,733	146,733	34.9%
Workers Compensation	6,955	7,134	0	0	-
<b>TOTAL</b>	<b>533,317</b>	<b>577,966</b>	<b>728,543</b>	<b>743,543</b>	<b>77.73%</b>

**Downtown Development Authority**  
**Balance Sheet**  
As of March 31, 2016

05/16/16

	Mar 31, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Fifth Third Checking - 3112	167,551.90
Fifth Third Savings - 6740	201,227.01
Petty Cash	65.74
<b>Total Checking/Savings</b>	368,844.65
<b>Accounts Receivable</b>	
Accounts Receivable	65,717.04
<b>Total Accounts Receivable</b>	65,717.04
<b>Other Current Assets</b>	
Deposits in Transit	106.00
Due From DTCA	36.34
Due From APS	-23,377.23
<b>Total Other Current Assets</b>	-23,234.89
<b>Total Current Assets</b>	411,326.80
<b>Other Assets</b>	
Due From Other Funds	25,269.40
<b>Total Other Assets</b>	25,269.40
<b>TOTAL ASSETS</b>	436,596.20
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	5,997.78
Credit Cards	1,485.81
<b>Other Current Liabilities</b>	
Due to Other Funds	7,186.00
Bumpout Project Funds Collected	7,860.54
Bryan Crough Memorial Fund	25,680.00
<b>Deposits Payable</b>	
Senior Project Fresh	-85.00
Double Up Food Bucks	7,128.00
EBT Bridge Card	12,303.55
Project Fresh	-6,329.00
Deposits Payable - Other	-18.00
<b>Total Deposits Payable</b>	12,999.55
<b>Payroll Liabilities</b>	
State Income Tax Payable	1,493.78
State Unemployment Tax Payable	5,337.94
Health Insurance Payable	1,054.36
<b>Total Payroll Liabilities</b>	7,886.08
<b>Total Other Current Liabilities</b>	61,612.17
<b>Total Current Liabilities</b>	69,095.76
<b>Total Liabilities</b>	69,095.76
<b>Equity</b>	
Opening Bal Equity	107,606.27
Retained Earnings	180,700.03
Net Income	79,194.14
<b>Total Equity</b>	367,500.44
<b>TOTAL LIABILITIES &amp; EQUITY</b>	436,596.20

Downtown Development Authority

Profit & Loss

March 2016

05/16/16

	<u>Mar 16</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Administrative Services	90,341.17
Interest & Dividends	28.43
Miscellaneous	-695.87
Property Taxes	-175,873.71
<b>Total Income</b>	<u>-86,199.98</u>
<b>Gross Profit</b>	-86,199.98
<b>Expense</b>	
Communications	296.66
Health Insurance	3,948.03
Office Supplies	371.24
Operation Supplies	268.88
<b>Payroll Expenses</b>	
Direct Deposit Fee	49.30
457 Company Matching	2,349.84
Hourly Wage Expense	17,914.27
Medicare Tax Expense	619.32
Salaries & Wages	23,501.62
Social Security Tax Expense	2,648.13
SUTA Tax Expense	1,245.01
<b>Total Payroll Expenses</b>	<u>48,327.49</u>
Printing & Publishing	352.99
Professional/Contractual	9,157.15
Rentals	839.46
Utilities	782.71
<b>Total Expense</b>	<u>64,344.61</u>
<b>Net Ordinary Income</b>	<u>-150,544.59</u>
<b>Net Income</b>	<u><u>-150,544.59</u></u>

**Downtown Development Authority**

**Profit & Loss**

July 2015 through March 2016

05/16/16

	<u>Jul '15 - Mar 16</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Reimbursed Parking Wages	0.00
Administrative Services	575,791.30
Interest & Dividends	1,993.01
Miscellaneous	-695.87
Property Taxes	63,186.12
Rents	35,130.00
<b>Total Income</b>	<u>675,404.56</u>
<b>Gross Profit</b>	675,404.56
<b>Expense</b>	
Communications	3,160.57
Community Promotion	1,471.15
Equipment	3,008.88
Health Insurance	47,232.27
Insurance & Bonds	703.06
Legal	135.00
Lodging, meals	2,562.18
Miscellaneous Expense	1.00
Office Supplies	5,899.45
Operation Supplies	268.88
<b>Payroll Expenses</b>	
Direct Deposit Fee	421.95
457 Company Matching	22,540.48
Hourly Wage Expense	180,808.51
Medicare Tax Expense	6,113.42
Salaries & Wages	228,776.20
Social Security Tax Expense	26,140.27
SUTA Tax Expense	7,301.49
<b>Total Payroll Expenses</b>	<u>472,102.32</u>
Printing & Publishing	3,919.29
Professional/Contractual	35,728.54
Rentals	6,390.34
Repairs & Maintenance	975.00
Training	100.00
Utilities	5,418.49
Workers Compensation	7,134.00
<b>Total Expense</b>	<u>596,210.42</u>
<b>Net Ordinary Income</b>	<u>79,194.14</u>
<b>Net Income</b>	<u><u>79,194.14</u></u>

1:39 PM

04/13/16

**Downtown Development Authority**  
**Reconciliation Summary**  
**Fifth Third Checking - 3112, Period Ending 03/31/2016**

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	<u>Mar 31, 16</u>
<b>Beginning Balance</b>	<b>329,637.48</b>
<b>Cleared Transactions</b>	
Checks and Payments - 42 items	-910,872.92
Deposits and Credits - 41 items	782,771.16
<b>Total Cleared Transactions</b>	<u>-128,101.76</u>
<b>Cleared Balance</b>	<b><u>201,535.72</u></b>
<b>Uncleared Transactions</b>	
Checks and Payments - 38 items	-33,983.82
<b>Total Uncleared Transactions</b>	<u>-33,983.82</u>
<b>Register Balance as of 03/31/2016</b>	<b><u>167,551.90</u></b>
<b>New Transactions</b>	
Checks and Payments - 20 items	-36,057.82
<b>Total New Transactions</b>	<u>-36,057.82</u>
<b>Ending Balance</b>	<b><u>131,494.08</u></b>

**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 03/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						329,637.48
<b>Cleared Transactions</b>						
<b>Checks and Payments - 42 items</b>						
Bill Pmt -Check	02/09/2016	11881	Michigan Farmers M...	X	-100.00	-100.00
Bill Pmt -Check	02/16/2016	11890	Beckett & Raeder	X	-899.40	-999.40
Liability Check	02/23/2016	11901	ICMA Retirement Tr...	X	-2,207.23	-3,206.63
Paycheck	02/26/2016	11898	Dwyer, Joseph M	X	-476.84	-3,683.47
Check	03/01/2016	11908	TIF-97	X	-91,781.93	-95,465.40
Check	03/01/2016	11907	TIF-2	X	-84,135.83	-179,601.23
Liability Check	03/02/2016	EFTPS	United States Treas...	X	-5,175.46	-184,776.69
Liability Check	03/02/2016	EFTPS	United States Treas...	X	-2.02	-184,778.71
Check	03/04/2016		World Pay	X	-14.95	-184,793.66
Liability Check	03/08/2016	11913	ICMA Retirement Tr...	X	-2,207.23	-187,000.89
Bill Pmt -Check	03/08/2016	11914	Bottomline Bookkee...	X	-140.00	-187,140.89
Liability Check	03/10/2016		QuickBooks Payroll ...	X	-13,227.70	-200,368.59
Paycheck	03/11/2016	11911	Smith, Daniel R	X	-774.88	-201,143.47
Paycheck	03/11/2016	11909	Cardwell, Michael B	X	-523.82	-201,667.29
Paycheck	03/11/2016	11912	Wood, Mark S	X	-467.71	-202,135.00
Paycheck	03/11/2016	11910	Dwyer, Joseph M	X	-398.09	-202,533.09
Check	03/15/2016	11930	TIF-2	X	-525,000.00	-727,533.09
Check	03/15/2016	11931	TIF-97	X	-110,000.00	-837,533.09
Bill Pmt -Check	03/15/2016	11921	Grand Traverse Cou...	X	-10,000.00	-847,533.09
Liability Check	03/15/2016	11915	City of TC - Vendor	X	-5,002.39	-852,535.48
Bill Pmt -Check	03/15/2016	11922	Parallel Solutions, L...	X	-5,000.00	-857,535.48
Bill Pmt -Check	03/15/2016	11916	AECOM	X	-2,541.00	-860,076.48
Bill Pmt -Check	03/15/2016	11926	Team Financial Gro...	X	-640.98	-860,717.46
Bill Pmt -Check	03/15/2016	11918	Charter Communica...	X	-496.02	-861,213.48
Bill Pmt -Check	03/15/2016	11927	Traverse City Light ...	X	-439.85	-861,653.33
Bill Pmt -Check	03/15/2016	11917	CDW Government	X	-330.51	-861,983.84
Bill Pmt -Check	03/15/2016	11928	Traverse City Light ...	X	-299.22	-862,283.06
Bill Pmt -Check	03/15/2016	11923	Pitney Bowes Global...	X	-202.46	-862,485.52
Bill Pmt -Check	03/15/2016	11919	First National Bank ...	X	-183.81	-862,669.33
Bill Pmt -Check	03/15/2016	11932	Bottomline Bookkee...	X	-150.00	-862,819.33
Bill Pmt -Check	03/15/2016	11925	TC Telecom	X	-117.45	-862,936.78
Bill Pmt -Check	03/15/2016	11929	UpNorth Media Center	X	-80.00	-863,016.78
Bill Pmt -Check	03/15/2016	11920	Google Inc.	X	-55.00	-863,071.78
Liability Check	03/16/2016	EFTPS	United States Treas...	X	-4,854.04	-867,925.82
Liability Check	03/21/2016	EFTPS	State of Michigan - ...	X	-1,583.46	-869,509.28
Bill Pmt -Check	03/22/2016	11942	Bottomline Bookkee...	X	-140.00	-869,649.28
Liability Check	03/24/2016		QuickBooks Payroll ...	X	-13,340.84	-882,990.12
Paycheck	03/25/2016	11934	Smith, Daniel R	X	-837.63	-883,827.75
Paycheck	03/25/2016	11935	Wood, Mark S	X	-467.72	-884,295.47
Paycheck	03/25/2016	11933	Dwyer, Joseph M	X	-419.59	-884,715.06
Bill Pmt -Check	03/29/2016	11944	Prince-Lund Engine...	X	-21,350.00	-906,065.06
Liability Check	03/30/2016	EFTPS	United States Treas...	X	-4,807.86	-910,872.92
<b>Total Checks and Payments</b>					<b>-910,872.92</b>	<b>-910,872.92</b>
<b>Deposits and Credits - 41 items</b>						
Bill Pmt -Check	07/01/2015		ADJ	X	0.00	0.00
Deposit	03/04/2016			X	82,576.67	82,576.67
Deposit	03/04/2016			X	635,000.00	717,576.67
Deposit	03/11/2016			X	21,651.19	739,227.86
Deposit	03/18/2016			X	42,783.44	782,011.30
Deposit	03/23/2016			X	750.00	782,761.30
Paycheck	03/25/2016	DD1032	Talarico, Nina	X	0.00	782,761.30
Paycheck	03/25/2016	DD1033	VanNess, Nicole	X	0.00	782,761.30
Paycheck	03/25/2016	DD1031	Russell, Amy K	X	0.00	782,761.30
Paycheck	03/25/2016	DD1020	Golden, McKenzie L	X	0.00	782,761.30
Paycheck	03/25/2016	DD1034	Viox, Nicholas D	X	0.00	782,761.30
Paycheck	03/25/2016	DD1021	Hefferich, Michael D	X	0.00	782,761.30
Paycheck	03/25/2016	DD1030	Posler, Marianne	X	0.00	782,761.30
Paycheck	03/25/2016	DD1022	MacArthur, David J	X	0.00	782,761.30
Paycheck	03/25/2016	DD1023	McCormick, James R	X	0.00	782,761.30
Paycheck	03/25/2016	DD1028	Nugier, Kody J	X	0.00	782,761.30
Paycheck	03/25/2016	DD1024	Merica, Gregory J	X	0.00	782,761.30
Paycheck	03/25/2016	DD1027	Miller, Katie R	X	0.00	782,761.30
Paycheck	03/25/2016	DD1025	Merica, John A	X	0.00	782,761.30
Paycheck	03/25/2016	DD1026	Merica, Kenneth N	X	0.00	782,761.30
Paycheck	03/25/2016	DD1029	Paveglio, Colleen M.	X	0.00	782,761.30
Paycheck	03/25/2016	DD1019	Burian, Robert C	X	0.00	782,761.30
Paycheck	03/25/2016	DD1018	Bacigalupi, Robert M.	X	0.00	782,761.30

**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 03/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	03/31/2016			X	9.86	782,771.16
Paycheck	04/08/2016	DD1040	McCormick, James R	X	0.00	782,771.16
Paycheck	04/08/2016	DD1042	Merica, John A	X	0.00	782,771.16
Paycheck	04/08/2016	DD1051	Viox, Nicholas D	X	0.00	782,771.16
Paycheck	04/08/2016	DD1043	Merica, Kenneth N	X	0.00	782,771.16
Paycheck	04/08/2016	DD1039	MacArthur, David J	X	0.00	782,771.16
Paycheck	04/08/2016	DD1038	Hefferich, Michael D	X	0.00	782,771.16
Paycheck	04/08/2016	DD1044	Miller, Katie R	X	0.00	782,771.16
Paycheck	04/08/2016	DD1037	Golden, McKenzie L	X	0.00	782,771.16
Paycheck	04/08/2016	DD1050	VanNess, Nicole	X	0.00	782,771.16
Paycheck	04/08/2016	DD1045	Nugier, Kody J	X	0.00	782,771.16
Paycheck	04/08/2016	DD1049	Talarico, Nina	X	0.00	782,771.16
Paycheck	04/08/2016	DD1046	Paveglio, Colleen M.	X	0.00	782,771.16
Paycheck	04/08/2016	DD1048	Russell, Amy K	X	0.00	782,771.16
Paycheck	04/08/2016	DD1047	Posler, Marianne	X	0.00	782,771.16
Paycheck	04/08/2016	DD1036	Burian, Robert C	X	0.00	782,771.16
Paycheck	04/08/2016	DD1035	Bacigalupi, Robert M.	X	0.00	782,771.16
Paycheck	04/08/2016	DD1041	Merica, Gregory J	X	0.00	782,771.16
<b>Total Deposits and Credits</b>					<b>782,771.16</b>	<b>782,771.16</b>
<b>Total Cleared Transactions</b>					<b>-128,101.76</b>	<b>-128,101.76</b>
<b>Cleared Balance</b>					<b>-128,101.76</b>	<b>201,535.72</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 38 Items</b>						
Paycheck	08/19/2011	4772	Kellogg, Paul T.		-82.79	-82.79
Bill Pmt -Check	09/16/2011	4872	Red Cloud Fisheries		-15.00	-97.79
Bill Pmt -Check	09/16/2011	4854	Fruitful Acres		-8.00	-105.79
Bill Pmt -Check	09/16/2011	4871	R & R Poultry		-2.00	-107.79
Bill Pmt -Check	09/30/2011	4921	Altonen Orchards		-16.00	-123.79
Bill Pmt -Check	10/28/2011	5036	Red Cloud Fisheries		-30.00	-153.79
Bill Pmt -Check	10/28/2011	5035	R & R Poultry		-2.00	-155.79
Bill Pmt -Check	07/06/2012	5660	Wertz-Roth, Brennin		-9.00	-164.79
Bill Pmt -Check	07/06/2012	5665	Jenkins Potato Farm		-7.00	-171.79
Bill Pmt -Check	08/03/2012	5763	Wertz-Roth, Brennin		-26.00	-197.79
Bill Pmt -Check	08/03/2012	5769	Jenkins Potato Farm		-5.00	-202.79
Bill Pmt -Check	08/03/2012	5759	Fox Valley Farms		-1.00	-203.79
Bill Pmt -Check	09/07/2012	5883	9 Bean Rows, LLC		-65.00	-268.79
Bill Pmt -Check	09/28/2012	6029	Natural Northern Fo...		-43.00	-311.79
Bill Pmt -Check	09/28/2012	6013	Green Leap Epicure...		-24.00	-335.79
Bill Pmt -Check	09/28/2012	6007	Evergreen Club		-6.00	-341.79
Bill Pmt -Check	04/26/2013	6596	Priority Health		-3,297.49	-3,639.28
Bill Pmt -Check	08/02/2013	6877	9 Bean Rows, LLC		-130.00	-3,769.28
Bill Pmt -Check	08/16/2013	6930	Evergreen Club		-10.00	-3,779.28
Bill Pmt -Check	09/13/2013	7058	Wunch Farms		-403.00	-4,182.28
Bill Pmt -Check	09/13/2013	7028	Hilbert's Honey Bee...		-12.00	-4,194.28
Bill Pmt -Check	09/27/2013	7141	Up North Global, LLC		-12.00	-4,206.28
Paycheck	03/28/2014	7662	Balk, Bradley R		-27.57	-4,233.85
Bill Pmt -Check	08/04/2015	11418	Clous, Gerald		-2.00	-4,235.85
Bill Pmt -Check	09/08/2015	11534	Birch Point Farm, LLC		-803.00	-5,038.85
Bill Pmt -Check	09/15/2015	11575	Old Time Wooden N...		-488.62	-5,527.47
Bill Pmt -Check	11/10/2015	11713	Bare Knuckle Farm ...		-231.00	-5,758.47
Bill Pmt -Check	11/10/2015	11759	Wunch Farms		-151.00	-5,909.47
Paycheck	02/25/2016	11902	Merica, John A		-12.12	-5,921.59
Bill Pmt -Check	03/15/2016	11924	Seeds, Inc.		-270.00	-6,191.59
Check	03/22/2016	11941	TIF-97		-11,502.20	-17,693.79
Check	03/22/2016	11940	TIF-2		-10,103.40	-27,797.19
Bill Pmt -Check	03/22/2016	11937	Beckett & Raeder		-2,398.40	-30,195.59
Liability Check	03/22/2016	11936	ICMA Retirement Tr...		-2,207.23	-32,402.82
Bill Pmt -Check	03/22/2016	11939	Otwell Mawby, P.C.		-696.00	-33,098.82
Bill Pmt -Check	03/22/2016	11938	City of TC - Vendor		-75.00	-33,173.82
Bill Pmt -Check	03/29/2016	11943	City of TC - Vendor		-750.00	-33,923.82
Bill Pmt -Check	03/29/2016	11945	Bottomline Bookkee...		-60.00	-33,983.82
<b>Total Checks and Payments</b>					<b>-33,983.82</b>	<b>-33,983.82</b>
<b>Total Uncleared Transactions</b>					<b>-33,983.82</b>	<b>-33,983.82</b>
<b>Register Balance as of 03/31/2016</b>					<b>-162,085.58</b>	<b>167,551.90</b>
<b>New Transactions</b>						
<b>Checks and Payments - 20 Items</b>						

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04/12/16

**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 03/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
Liability Check	04/05/2016	11951	City of TC - Vendor		-5,002.39	-5,002.39
Liability Check	04/05/2016	11950	ICMA Retirement Tr...		-2,207.23	-7,209.62
Bill Pmt -Check	04/05/2016	11952	Charter Communica...		-547.42	-7,757.04
Bill Pmt -Check	04/05/2016	11960	Traverse City Light ...		-483.49	-8,240.53
Bill Pmt -Check	04/05/2016	11959	TC Telecom		-463.75	-8,704.28
Bill Pmt -Check	04/05/2016	11958	Michigan Office Solu ...		-304.34	-9,008.62
Bill Pmt -Check	04/05/2016	11961	Bottomline Bookkee...		-170.00	-9,178.62
Check	04/05/2016	11946	Nina G.Talarico - Ve...		-100.00	-9,278.62
Bill Pmt -Check	04/05/2016	11953	City of TC - Vendor		-75.00	-9,353.62
Bill Pmt -Check	04/05/2016	11954	Copy Central		-73.70	-9,427.32
Bill Pmt -Check	04/05/2016	11956	Integrity Business S...		-62.92	-9,490.24
Bill Pmt -Check	04/05/2016	11955	Google Inc		-55.00	-9,545.24
Bill Pmt -Check	04/05/2016	11957	LIAA		-40.00	-9,585.24
Liability Check	04/07/2016		QuickBooks Payroll ...		-13,553.29	-23,138.53
Paycheck	04/08/2016	11949	Wood, Mark S		-505.63	-23,644.16
Paycheck	04/08/2016	11948	Smith, Daniel R		-420.64	-24,064.80
Paycheck	04/08/2016	11947	Dwyer, Joseph M		-355.16	-24,419.96
Liability Check	04/15/2016	EFTPS	United States Treas...		-4,798.22	-29,218.18
Liability Check	04/20/2016	EFTPS	State of Michigan - ...		-1,493.78	-30,711.96
Liability Check	04/25/2016	EFTPS	MESC		-5,345.86	-36,057.82
Total Checks and Payments					-36,057.82	-36,057.82
Total New Transactions					-36,057.82	-36,057.82
<b>Ending Balance</b>					<b>-198,143.40</b>	<b>131,494.08</b>

**Downtown Development Authority**  
**Balance Sheet**  
As of April 30, 2016

05/16/16

	Apr 30, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Fifth Third Checking - 3112	201,054.92
Fifth Third Savings - 6740	201,243.50
Petty Cash	107.10
<b>Total Checking/Savings</b>	402,405.52
<b>Accounts Receivable</b>	
Accounts Receivable	6,464.53
<b>Total Accounts Receivable</b>	6,464.53
<b>Other Current Assets</b>	
Deposits in Transit	106.00
Due From DTCA	2,703.00
Due From APS	-20,475.75
<b>Total Other Current Assets</b>	-17,666.75
<b>Total Current Assets</b>	391,203.30
<b>Other Assets</b>	
Due From Other Funds	24,821.36
Pre-Paid Expense	1,297.00
<b>Total Other Assets</b>	26,118.36
<b>TOTAL ASSETS</b>	417,321.66
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	12,651.43
<b>Total Accounts Payable</b>	12,651.43
<b>Other Current Liabilities</b>	
Due to Other Funds	7,186.00
Bumpout Project Funds Collected	7,860.54
Bryan Crough Memorial Fund	25,680.00
<b>Deposits Payable</b>	
Senior Project Fresh	-85.00
Double Up Food Bucks	7,128.00
EBT Bridge Card	12,303.55
Project Fresh	-6,329.00
Deposits Payable - Other	-18.00
<b>Total Deposits Payable</b>	12,999.55
<b>Payroll Liabilities</b>	
State Income Tax Payable	1,479.00
State Unemployment Tax Payable	831.72
Health Insurance Payable	1,054.36
<b>Total Payroll Liabilities</b>	3,365.08
<b>Total Other Current Liabilities</b>	57,091.17
<b>Total Current Liabilities</b>	69,742.60
<b>Total Liabilities</b>	69,742.60
<b>Equity</b>	
Opening Bal Equity	107,606.27
Retained Earnings	180,700.03
Net Income	59,272.76
<b>Total Equity</b>	347,579.06
<b>TOTAL LIABILITIES &amp; EQUITY</b>	417,321.66

**Downtown Development Authority****Profit & Loss**

April 2016

05/16/16

	<u>Apr 16</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Administrative Services	46,889.17
Interest & Dividends	20.01
<b>Total Income</b>	<u>46,909.18</u>
<b>Gross Profit</b>	46,909.18
<b>Expense</b>	
Communications	276.18
Health Insurance	3,948.03
Insurance & Bonds	258.00
Lodging, meals	531.04
Office Supplies	42.12
Operation Supplies	102.24
Payroll Expenses	
Direct Deposit Fee	49.30
457 Company Matching	2,351.23
Hourly Wage Expense	17,566.54
Medicare Tax Expense	614.29
Salaries & Wages	23,501.62
Social Security Tax Expense	2,626.63
SUTA Tax Expense	839.64
<b>Total Payroll Expenses</b>	47,549.25
Printing & Publishing	-336.00
Professional/Contractual	12,795.41
Rentals	637.00
Training	150.00
Transportation	314.61
Utilities	562.68
<b>Total Expense</b>	<u>66,830.56</u>
<b>Net Ordinary Income</b>	<u>-19,921.38</u>
<b>Net Income</b>	<u><u>-19,921.38</u></u>

**Downtown Development Authority**

**Profit & Loss**

July 2015 through April 2016

05/16/16

	<u>Jul '15 - Apr 16</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Reimbursed Parking Wages	0.00
Administrative Services	622,680.47
Interest & Dividends	2,013.02
Miscellaneous	-695.87
Property Taxes	63,186.12
Rents	35,130.00
<b>Total Income</b>	<u>722,313.74</u>
<b>Gross Profit</b>	722,313.74
<b>Expense</b>	
Communications	3,436.75
Community Promotion	1,471.15
Equipment	3,008.88
Health Insurance	51,180.30
Insurance & Bonds	961.06
Legal	135.00
Lodging, meals	3,093.22
Miscellaneous Expense	1.00
Office Supplies	5,941.57
Operation Supplies	371.12
<b>Payroll Expenses</b>	
Direct Deposit Fee	471.25
457 Company Matching	24,891.71
Hourly Wage Expense	198,375.05
Medicare Tax Expense	6,727.71
Salaries & Wages	252,277.82
Social Security Tax Expense	28,766.90
SUTA Tax Expense	8,141.13
<b>Total Payroll Expenses</b>	<u>519,651.57</u>
Printing & Publishing	3,583.29
Professional/Contractual	48,523.95
Rentals	7,027.34
Repairs & Maintenance	975.00
Training	250.00
Transportation	314.61
Utilities	5,981.17
Workers Compensation	7,134.00
<b>Total Expense</b>	<u>663,040.98</u>
<b>Net Ordinary Income</b>	<u>59,272.76</u>
<b>Net Income</b>	<u><u>59,272.76</u></u>

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05/10/16

**Downtown Development Authority**  
**Reconciliation Summary**  
**Fifth Third Checking - 3112, Period Ending 04/30/2016**

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	Apr 30, 16
<b>Beginning Balance</b>	201,535.72
<b>Cleared Transactions</b>	
Checks and Payments - 46 items	-89,953.39
Deposits and Credits - 42 items	109,153.31
<b>Total Cleared Transactions</b>	19,199.92
<b>Cleared Balance</b>	<u>220,735.64</u>
<b>Uncleared Transactions</b>	
Checks and Payments - 43 items	-19,680.72
<b>Total Uncleared Transactions</b>	-19,680.72
<b>Register Balance as of 04/30/2016</b>	<u>201,054.92</u>
<b>New Transactions</b>	
Checks and Payments - 17 items	-40,195.39
Deposits and Credits - 4 items	48,502.77
<b>Total New Transactions</b>	8,307.38
<b>Ending Balance</b>	<u>209,362.30</u>

**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 04/30/2016**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						201,535.72
<b>Cleared Transactions</b>						
<b>Checks and Payments - 46 items</b>						
Bill Pmt -Check	11/10/2015	11713	Bare Knuckle Farm ...	X	-231.00	-231.00
Bill Pmt -Check	03/15/2016	11924	Seeds, Inc.	X	-270.00	-501.00
Check	03/22/2016	11941	TIF-97	X	-11,502.20	-12,003.20
Check	03/22/2016	11940	TIF-2	X	-10,103.40	-22,106.60
Bill Pmt -Check	03/22/2016	11937	Beckett & Raeder	X	-2,398.40	-24,505.00
Liability Check	03/22/2016	11936	ICMA Retirement Tr...	X	-2,207.23	-26,712.23
Bill Pmt -Check	03/22/2016	11939	Otwell Mawby, P.C.	X	-696.00	-27,408.23
Bill Pmt -Check	03/22/2016	11938	City of TC - Vendor	X	-75.00	-27,483.23
Bill Pmt -Check	03/29/2016	11943	City of TC - Vendor	X	-750.00	-28,233.23
Bill Pmt -Check	03/29/2016	11945	Bottomline Bookkee...	X	-60.00	-28,293.23
Liability Check	04/05/2016	11951	City of TC - Vendor	X	-5,002.39	-33,295.62
Liability Check	04/05/2016	11950	ICMA Retirement Tr...	X	-2,207.23	-35,502.85
Bill Pmt -Check	04/05/2016	11952	Charter Communica...	X	-547.42	-36,050.27
Bill Pmt -Check	04/05/2016	11960	Traverse City Light ...	X	-483.49	-36,533.76
Bill Pmt -Check	04/05/2016	11959	TC Telecom	X	-463.75	-36,997.51
Bill Pmt -Check	04/05/2016	11958	Michigan Office Solu...	X	-304.34	-37,301.85
Bill Pmt -Check	04/05/2016	11961	Bottomline Bookkee...	X	-170.00	-37,471.85
Bill Pmt -Check	04/05/2016	11953	City of TC - Vendor	X	-75.00	-37,546.85
Bill Pmt -Check	04/05/2016	11954	Copy Central	X	-73.70	-37,620.55
Bill Pmt -Check	04/05/2016	11956	Integrity Business S...	X	-62.92	-37,683.47
Bill Pmt -Check	04/05/2016	11955	Google Inc.	X	-55.00	-37,738.47
Bill Pmt -Check	04/05/2016	11957	LIAA	X	-40.00	-37,778.47
Check	04/05/2016		World Pay	X	-14.95	-37,793.42
Liability Check	04/07/2016		QuickBooks Payroll ...	X	-13,553.29	-51,346.71
Paycheck	04/08/2016	11949	Wood, Mark S	X	-505.63	-51,852.34
Paycheck	04/08/2016	11948	Smith, Daniel R	X	-420.64	-52,272.98
Paycheck	04/08/2016	11947	Dwyer, Joseph M	X	-355.16	-52,628.14
Bill Pmt -Check	04/12/2016	11964	Milk and Honey	X	-900.00	-53,528.14
Bill Pmt -Check	04/12/2016	11965	Morsels	X	-900.00	-54,428.14
Bill Pmt -Check	04/12/2016	11962	DTCA - Vendor	X	-371.12	-54,799.26
Bill Pmt -Check	04/12/2016	11967	Bottomline Bookkee...	X	-130.00	-54,929.26
Liability Check	04/15/2016	EFTPS	United States Treas...	X	-4,798.22	-59,727.48
Liability Check	04/19/2016	11971	ICMA Retirement Tr...	X	-2,208.62	-61,936.10
Bill Pmt -Check	04/19/2016	11977	Traverse City Recor...	X	-336.00	-62,272.10
Bill Pmt -Check	04/19/2016	11972	Colleen Pavaglio - V	X	-312.19	-62,584.29
Bill Pmt -Check	04/19/2016	11975	Rotary Club of Trave...	X	-222.00	-62,806.29
Check	04/19/2016	11982	Nicholas D. Viox	X	-100.00	-62,906.29
Bill Pmt -Check	04/19/2016	11981	Bottomline Bookkee...	X	-50.00	-62,956.29
Liability Check	04/20/2016	EFTPS	State of Michigan - ...	X	-1,493.78	-64,450.07
Liability Check	04/21/2016		QuickBooks Payroll ...	X	-13,596.93	-78,047.00
Paycheck	04/22/2016	11969	Smith, Daniel R	X	-784.19	-78,831.19
Paycheck	04/22/2016	11970	Wood, Mark S	X	-458.48	-79,289.67
Paycheck	04/22/2016	11968	Dwyer, Joseph M	X	-404.24	-79,693.91
Liability Check	04/25/2016	EFTPS	MESC	X	-5,345.86	-85,039.77
Bill Pmt -Check	04/26/2016	11990	Bottomline Bookkee...	X	-30.00	-85,069.77
Liability Check	04/27/2016	EFTPS	United States Treas...	X	-4,883.62	-89,953.39
<b>Total Checks and Payments</b>					<b>-89,953.39</b>	<b>-89,953.39</b>
<b>Deposits and Credits - 42 items</b>						
Check	04/05/2016	11946	Nina G.Talarico - Ve...	X	0.00	0.00
Deposit	04/08/2016			X	56,650.40	56,650.40
Deposit	04/15/2016			X	47,276.89	103,927.29
Deposit	04/19/2016			X	5,222.50	109,149.79
Paycheck	04/22/2016	DD1062	Miller, Katie R	X	0.00	109,149.79
Paycheck	04/22/2016	DD1053	Bacigalupi, Robert M.	X	0.00	109,149.79
Paycheck	04/22/2016	DD1059	Merica, Gregory J	X	0.00	109,149.79
Paycheck	04/22/2016	DD1067	Talarico, Nina	X	0.00	109,149.79
Paycheck	04/22/2016	DD1058	McCormick, James R	X	0.00	109,149.79
Paycheck	04/22/2016	DD1066	Russell, Amy K	X	0.00	109,149.79
Paycheck	04/22/2016	DD1054	Burian, Robert C	X	0.00	109,149.79
Paycheck	04/22/2016	DD1065	Posler, Marianne	X	0.00	109,149.79
Paycheck	04/22/2016	DD1057	MacArthur, David J	X	0.00	109,149.79
Paycheck	04/22/2016	DD1064	Pavaglio, Colleen M.	X	0.00	109,149.79
Paycheck	04/22/2016	DD1063	Nugier, Kody J	X	0.00	109,149.79
Paycheck	04/22/2016	DD1055	Golden, McKenzie L	X	0.00	109,149.79
Paycheck	04/22/2016	DD1061	Merica, Kenneth N	X	0.00	109,149.79
Paycheck	04/22/2016	DD1060	Merica, John A	X	0.00	109,149.79
Paycheck	04/22/2016	DD1056	Helferich, Michael D	X	0.00	109,149.79

**Downtown Development Authority**  
**Reconciliation Detail**  
**Fifth Third Checking - 3112, Period Ending 04/30/2016**

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	04/22/2016	DD1068	VanNess, Nicole	X	0.00	109,149.79
Paycheck	04/22/2016	DD1069	Viox, Nicholas D	X	0.00	109,149.79
Deposit	04/30/2016			X	3.52	109,153.31
Check	05/03/2016	12000	United States Treas...	X	0.00	109,153.31
Paycheck	05/06/2016	DD1072	Helferich, Michael D	X	0.00	109,153.31
Paycheck	05/06/2016	DD1070	Bacigalupi, Robert M.	X	0.00	109,153.31
Check	05/06/2016	12002	US Postmaster	X	0.00	109,153.31
Check	05/06/2016	12002	US Postmaster	X	0.00	109,153.31
Paycheck	05/06/2016	DD1083	Talarico, Nina	X	0.00	109,153.31
Check	05/06/2016	12003	US Postmaster	X	0.00	109,153.31
Paycheck	05/06/2016	DD1082	Russell, Amy K	X	0.00	109,153.31
Paycheck	05/06/2016	DD1080	Pavegio, Colleen M.	X	0.00	109,153.31
Paycheck	05/06/2016	DD1079	Nugier, Kody J	X	0.00	109,153.31
Paycheck	05/06/2016	DD1078	Miller, Katie R	X	0.00	109,153.31
Paycheck	05/06/2016	DD1077	Merica, Kenneth N	X	0.00	109,153.31
Paycheck	05/06/2016	DD1076	Merica, John A	X	0.00	109,153.31
Paycheck	05/06/2016	DD1075	Merica, Gregory J	X	0.00	109,153.31
Paycheck	05/06/2016	DD1074	McCormick, James R	X	0.00	109,153.31
Paycheck	05/06/2016	DD1084	VanNess, Nicole	X	0.00	109,153.31
Paycheck	05/06/2016	DD1085	Viox, Nicholas D	X	0.00	109,153.31
Paycheck	05/06/2016	DD1073	MacArthur, David J	X	0.00	109,153.31
Paycheck	05/06/2016	DD1071	Golden, McKenzie L	X	0.00	109,153.31
Paycheck	05/06/2016	DD1081	Posler, Marianne	X	0.00	109,153.31
Total Deposits and Credits					109,153.31	109,153.31
Total Cleared Transactions					19,199.92	19,199.92
Cleared Balance					19,199.92	220,735.64
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 43 items</b>						
Paycheck	08/19/2011	4772	Kellogg, Paul T.		-82.79	-82.79
Bill Pmt -Check	09/16/2011	4872	Red Cloud Fisheries		-15.00	-97.79
Bill Pmt -Check	09/16/2011	4854	Fruitful Acres		-8.00	-105.79
Bill Pmt -Check	09/16/2011	4871	R & R Poultry		-2.00	-107.79
Bill Pmt -Check	09/30/2011	4921	Altonen Orchards		-16.00	-123.79
Bill Pmt -Check	10/28/2011	5036	Red Cloud Fisheries		-30.00	-153.79
Bill Pmt -Check	10/28/2011	5035	R & R Poultry		-2.00	-155.79
Bill Pmt -Check	07/06/2012	5660	Wertz-Roth, Brennin		-9.00	-164.79
Bill Pmt -Check	07/06/2012	5665	Jenkins Potato Farm		-7.00	-171.79
Bill Pmt -Check	08/03/2012	5763	Wertz-Roth, Brennin		-26.00	-197.79
Bill Pmt -Check	08/03/2012	5769	Jenkins Potato Farm		-5.00	-202.79
Bill Pmt -Check	08/03/2012	5759	Fox Valley Farms		-1.00	-203.79
Bill Pmt -Check	09/07/2012	5883	9 Bean Rows, LLC		-65.00	-268.79
Bill Pmt -Check	09/28/2012	6029	Natural Northern Fo...		-43.00	-311.79
Bill Pmt -Check	09/28/2012	6013	Green Leap Epicure...		-24.00	-335.79
Bill Pmt -Check	09/28/2012	6007	Evergreen Club		-6.00	-341.79
Bill Pmt -Check	04/26/2013	6596	Priority Health		-3,297.49	-3,639.28
Bill Pmt -Check	08/02/2013	6877	9 Bean Rows, LLC		-130.00	-3,769.28
Bill Pmt -Check	08/16/2013	6930	Evergreen Club		-10.00	-3,779.28
Bill Pmt -Check	09/13/2013	7058	Wunch Farms		-403.00	-4,182.28
Bill Pmt -Check	09/13/2013	7028	Hilbert's Honey Bee...		-12.00	-4,194.28
Bill Pmt -Check	09/27/2013	7141	Up North Global, LLC		-12.00	-4,206.28
Paycheck	03/28/2014	7662	Balk, Bradley R		-27.57	-4,233.85
Bill Pmt -Check	08/04/2015	11418	Clous, Gerald		-2.00	-4,235.85
Bill Pmt -Check	09/08/2015	11534	Birch Point Farm, LLC		-803.00	-5,038.85
Bill Pmt -Check	09/15/2015	11575	Old Time Wooden N...		-488.62	-5,527.47
Bill Pmt -Check	11/10/2015	11759	Wunch Farms		-151.00	-5,678.47
Paycheck	02/25/2016	11902	Merica, John A		-12.12	-5,690.59
Bill Pmt -Check	04/12/2016	11963	Espresso Bay		-900.00	-6,590.59
Bill Pmt -Check	04/12/2016	11966	Seeds, Inc.		-120.00	-6,710.59
Bill Pmt -Check	04/19/2016	11978	West Bend Mutual I...		-1,555.00	-8,265.59
Bill Pmt -Check	04/19/2016	11980	Fleis & Vandenbrink		-600.00	-8,865.59
Bill Pmt -Check	04/19/2016	11979	City of TC - Vendor		-525.36	-9,390.95
Bill Pmt -Check	04/19/2016	11976	Traverse City Light ...		-157.76	-9,548.71
Bill Pmt -Check	04/19/2016	11973	Michigan Associatio...		-150.00	-9,698.71
Bill Pmt -Check	04/19/2016	11974	Ollar Consulting Lim...		-110.00	-9,808.71
Bill Pmt -Check	04/26/2016	11988	Novum Productions...		-8,000.00	-17,808.71
Bill Pmt -Check	04/26/2016	11984	City of TC - Vendor		-750.00	-18,558.71
Bill Pmt -Check	04/26/2016	11983	Charter Communica...		-552.36	-19,111.07
Bill Pmt -Check	04/26/2016	11989	Traverse City Light ...		-404.92	-19,515.99
Bill Pmt -Check	04/26/2016	11987	Nina G.Talarico - Ve...		-100.00	-19,615.99

**Downtown Development Authority  
Reconciliation Detail  
Fifth Third Checking - 3112, Period Ending 04/30/2016**

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	04/26/2016	11985	LIAA		-40.00	-19,655.99
Bill Pmt -Check	04/26/2016	11986	Nicole VanNess - V		-24.73	-19,680.72
Total Checks and Payments					-19,680.72	-19,680.72
Total Uncleared Transactions					-19,680.72	-19,680.72
Register Balance as of 04/30/2016					-480.80	201,054.92
<b>New Transactions</b>						
<b>Checks and Payments - 17 items</b>						
Liability Check	05/03/2016	EFTPS	United States Treas...		-4,887.20	-4,887.20
Liability Check	05/03/2016	11994	ICMA Retirement Tr...		-2,218.36	-7,105.56
Bill Pmt -Check	05/03/2016	11995	First National Bank ...		-1,944.47	-9,050.03
Bill Pmt -Check	05/03/2016	11998	Team Financial Gro...		-1,281.96	-10,331.99
Bill Pmt -Check	05/03/2016	11997	Seeds, Inc.		-270.00	-10,601.99
Bill Pmt -Check	05/03/2016	11999	Traverse City Area ...		-175.00	-10,776.99
Bill Pmt -Check	05/03/2016	12001	Bottomline Bookkee...		-70.00	-10,846.99
Bill Pmt -Check	05/03/2016	11996	Google Inc.		-55.00	-10,901.99
Liability Check	05/05/2016		QuickBooks Payroll ...		-13,626.37	-24,528.36
Paycheck	05/06/2016	11991	Dwyer, Joseph M		-561.73	-25,090.09
Paycheck	05/06/2016	11993	Wood, Mark S		-463.10	-25,553.19
Paycheck	05/06/2016	11992	Smith, Daniel R		-318.74	-25,871.93
Bill Pmt -Check	05/10/2016	12005	AECOM		-9,075.00	-34,946.93
Liability Check	05/10/2016	12004	City of TC - Vendor		-5,002.39	-39,949.32
Bill Pmt -Check	05/10/2016	12008	Traverse City Light ...		-91.07	-40,040.39
Bill Pmt -Check	05/10/2016	12007	LIAA		-80.00	-40,120.39
Bill Pmt -Check	05/10/2016	12006	City of TC - Vendor		-75.00	-40,195.39
Total Checks and Payments					-40,195.39	-40,195.39
<b>Deposits and Credits - 4 items</b>						
Deposit	05/04/2016				22,871.00	22,871.00
Deposit	05/06/2016				22,403.77	45,274.77
Deposit	05/07/2016				80.00	45,354.77
Deposit	05/07/2016				3,148.00	48,502.77
Total Deposits and Credits					48,502.77	48,502.77
Total New Transactions					8,307.38	8,307.38
Ending Balance					<b>7,826.58</b>	<b>209,362.30</b>

**DDA-TIF2**  
**Balance Sheet**  
 As of March 30, 2016

	Mar 30, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Fifth Third Checking - 4378	1,152,994.42
<b>Total Checking/Savings</b>	1,152,994.42
<b>Accounts Receivable</b>	
*Accounts Receivable	1,912,097.00
<b>Total Accounts Receivable</b>	1,912,097.00
<b>Total Current Assets</b>	3,065,091.42
<b>Other Assets</b>	
Accounts Receivable	3,392,097.00
Due From Other Funds	82.74
<b>Total Other Assets</b>	3,392,179.74
<b>TOTAL ASSETS</b>	6,457,271.16
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Deferred Income	3,917,097.00
<b>Total Other Current Liabilities</b>	3,917,097.00
<b>Total Current Liabilities</b>	3,917,097.00
<b>Total Liabilities</b>	3,917,097.00
<b>Equity</b>	
Retained Earnings	3,078,071.56
Net Income	-537,897.40
<b>Total Equity</b>	2,540,174.16
<b>TOTAL LIABILITIES &amp; EQUITY</b>	6,457,271.16

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05/16/16

**DDA-TIF2**  
**Profit & Loss**  
**March 2016**

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	<u>Mar 16</u>
<b>Income</b>	
Interest	92.41
Property Taxes	<u>84,135.83</u>
<b>Total Income</b>	<u>84,228.24</u>
<b>Expense</b>	
Adm/Eng Services	21,726.00
Capital Outlay	<u>74.96</u>
<b>Total Expense</b>	<u>21,800.96</u>
<b>Net Income</b>	<u><u>62,427.28</u></u>

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05/16/16

**DDA-TIF2**  
**Profit & Loss**  
July 2015 through March 2016

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	<u>Jul '15 - Mar 16</u>
<b>Income</b>	
Interest	1,612.41
Property Taxes	1,035,779.78
<b>Total Income</b>	<u>1,037,392.19</u>
<b>Expense</b>	
Adm/Eng Services	65,178.00
Capital Outlay	74.96
Interest Expense	51,293.76
Office Supplies	149.93
Parking Deck Principal	1,415,000.00
Professional/Contractual	43,500.53
<b>Total Expense</b>	<u>1,575,197.18</u>
<b>Net Income</b>	<u><u>-537,804.99</u></u>

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04/12/16

**DDA-TIF2**  
**Reconciliation Summary**  
**Fifth Third Checking - 4378, Period Ending 03/31/2016**

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	Mar 31, 16
<b>Beginning Balance</b>	2,006,306.43
<b>Cleared Transactions</b>	
Checks and Payments - 2 items	-1,440,721.84
Deposits and Credits - 3 items	609,228.24
<b>Total Cleared Transactions</b>	-831,493.60
<b>Cleared Balance</b>	<u>1,174,812.83</u>
<b>Uncleared Transactions</b>	
Checks and Payments - 2 items	-21,824.85
<b>Total Uncleared Transactions</b>	-21,824.85
<b>Register Balance as of 03/31/2016</b>	<u>1,152,987.98</u>
<b>New Transactions</b>	
Deposits and Credits - 1 item	10,103.40
<b>Total New Transactions</b>	<u>10,103.40</u>
<b>Ending Balance</b>	<u><u>1,163,091.38</u></u>

**DDA-TIF2**  
**Reconciliation Detail**  
**Fifth Third Checking - 4378, Period Ending 03/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						2,006,306.43
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 Items</b>						
Bill Pmt -Check	03/01/2016	1026	City of Traverse City	X	-1,440,646.88	-1,440,646.88
Bill Pmt -Check	03/01/2016	1027	DDA	X	-74.96	-1,440,721.84
<b>Total Checks and Payments</b>					-1,440,721.84	-1,440,721.84
<b>Deposits and Credits - 3 Items</b>						
Deposit	03/04/2016			X	84,135.83	84,135.83
Deposit	03/24/2016			X	525,000.00	609,135.83
Deposit	03/31/2016			X	92.41	609,228.24
<b>Total Deposits and Credits</b>					609,228.24	609,228.24
<b>Total Cleared Transactions</b>					-831,493.60	-831,493.60
<b>Cleared Balance</b>					-831,493.60	1,174,812.83
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 Items</b>						
Bill Pmt -Check	11/17/2015	1023	Ace Hardware		-98.85	-98.85
Bill Pmt -Check	03/30/2016	1028	DDA		-21,726.00	-21,824.85
<b>Total Checks and Payments</b>					-21,824.85	-21,824.85
<b>Total Uncleared Transactions</b>					-21,824.85	-21,824.85
<b>Register Balance as of 03/31/2016</b>					-853,318.45	1,152,987.98
<b>New Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	04/07/2016				10,103.40	10,103.40
<b>Total Deposits and Credits</b>					10,103.40	10,103.40
<b>Total New Transactions</b>					10,103.40	10,103.40
<b>Ending Balance</b>					-843,215.05	1,163,091.38

**DDA-TIF2**  
**Balance Sheet**  
 As of April 30, 2016

	Apr 30, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Fifth Third Checking - 4378	1,163,285.75
<b>Total Checking/Savings</b>	1,163,285.75
<b>Accounts Receivable</b>	
*Accounts Receivable	1,912,097.00
<b>Total Accounts Receivable</b>	1,912,097.00
<b>Total Current Assets</b>	3,075,382.75
<b>Other Assets</b>	
Accounts Receivable	3,392,097.00
Due From Other Funds	82.74
<b>Total Other Assets</b>	3,392,179.74
<b>TOTAL ASSETS</b>	6,467,562.49
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Deferred Income	3,917,097.00
<b>Total Other Current Liabilities</b>	3,917,097.00
<b>Total Current Liabilities</b>	3,917,097.00
<b>Total Liabilities</b>	3,917,097.00
<b>Equity</b>	
Retained Earnings	3,078,071.56
Net Income	-527,606.07
<b>Total Equity</b>	2,550,465.49
<b>TOTAL LIABILITIES &amp; EQUITY</b>	6,467,562.49

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05/16/16

**DDA-TIF2**  
**Profit & Loss**  
April 2016

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	<u>Apr 16</u>
<b>Income</b>	
Interest	341.28
Property Taxes	<u>9,857.64</u>
<b>Total Income</b>	10,198.92
<b>Expense</b>	<u>0.00</u>
<b>Net Income</b>	<u><u>10,198.92</u></u>

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05/16/16

**DDA-TIF2**  
**Profit & Loss**  
July 2015 through April 2016

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	<u>Jul '15 - Apr 16</u>
<b>Income</b>	
Interest	1,953.69
Property Taxes	1,045,637.42
<b>Total Income</b>	<u>1,047,591.11</u>
<b>Expense</b>	
Adm/Eng Services	65,178.00
Capital Outlay	74.96
Interest Expense	51,293.76
Office Supplies	149.93
Parking Deck Principal	1,415,000.00
Professional/Contractual	43,500.53
<b>Total Expense</b>	<u>1,575,197.18</u>
<b>Net Income</b>	<u><u>-527,606.07</u></u>

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05/10/16

**DDA-TIF2**  
**Reconciliation Summary**  
Fifth Third Checking - 4378, Period Ending 04/30/2016

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	<u>Apr 30, 16</u>
Beginning Balance	1,174,812.83
Cleared Transactions	
Checks and Payments - 1 item	-21,726.00
Deposits and Credits - 3 items	10,198.92
Total Cleared Transactions	<u>-11,527.08</u>
Cleared Balance	<u>1,163,285.75</u>
Register Balance as of 04/30/2016	1,163,285.75
Ending Balance	1,163,285.75

**DDA-TIF2**  
**Reconciliation Detail**  
**Fifth Third Checking - 4378, Period Ending 04/30/2016**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,174,812.83
<b>Cleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	03/30/2016	1028	DDA	X	-21,726.00	-21,726.00
<b>Total Checks and Payments</b>					-21,726.00	-21,726.00
<b>Deposits and Credits - 3 items</b>						
Bill Pmt -Check	11/17/2015	1023	Ace Hardware	X	0.00	0.00
Deposit	04/07/2016			X	10,103.40	10,103.40
Deposit	04/30/2016			X	95.52	10,198.92
<b>Total Deposits and Credits</b>					10,198.92	10,198.92
<b>Total Cleared Transactions</b>					-11,527.08	-11,527.08
<b>Cleared Balance</b>					-11,527.08	1,163,285.75
<b>Register Balance as of 04/30/2016</b>					-11,527.08	1,163,285.75
<b>Ending Balance</b>					<b>-11,527.08</b>	<b>1,163,285.75</b>

**DDA - TIF97**  
**Balance Sheet**  
 As of March 31, 2016

	Mar 31, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Fifth Third Checking - 8026	2,576,507.04
<b>Total Checking/Savings</b>	2,576,507.04
<b>Accounts Receivable</b>	
Accounts Receivable	1,315,000.00
<b>Total Accounts Receivable</b>	1,315,000.00
<b>Total Current Assets</b>	3,891,507.04
<b>TOTAL ASSETS</b>	3,891,507.04
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	26,321.00
<b>Total Accounts Payable</b>	26,321.00
<b>Other Current Liabilities</b>	
Deferred Revenue	1,680,000.00
<b>Total Other Current Liabilities</b>	1,680,000.00
<b>Total Current Liabilities</b>	1,706,321.00
<b>Total Liabilities</b>	1,706,321.00
<b>Equity</b>	
Opening Bal Equity	-21,200.00
Retained Earnings	1,837,423.69
Net Income	368,962.35
<b>Total Equity</b>	2,185,186.04
<b>TOTAL LIABILITIES &amp; EQUITY</b>	3,891,507.04

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05/16/16

DDA - TIF97  
Profit & Loss  
March 2016

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	<u>Mar 16</u>
<b>Income</b>	
Interest	224.06
Property Taxes	91,732.11
	<hr/>
<b>Total Income</b>	91,956.17
<b>Expense</b>	
Capital Outlay	21,330.82
Interest Expense	-49.82
Professional/Contractual	59,347.40
	<hr/>
<b>Total Expense</b>	80,628.40
<b>Net Income</b>	<hr/> <b>11,327.77</b> <hr/>

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05/16/16

**DDA - TIF97**  
**Profit & Loss**  
July 2015 through March 2016

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	<u>Jul '15 - Mar 16</u>
<b>Income</b>	
Interest	4,439.92
Property Taxes	1,520,598.81
	<hr/>
<b>Total Income</b>	1,525,038.73
<b>Expense</b>	
Capital Outlay	122,374.53
Interest Expense	-49.82
Professional/Contractual	409,448.53
Transfer Out to Bond Fund	624,303.14
	<hr/>
<b>Total Expense</b>	1,156,076.38
<b>Net Income</b>	<hr/> <b>368,962.35</b> <hr/>

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04/12/15

**DDA - TIF97**  
**Reconciliation Summary**  
**Fifth Third Checking - 8026, Period Ending 03/31/2016**

	<u>Mar 31, 16</u>
<b>Beginning Balance</b>	3,056,159.41
<b>Cleared Transactions</b>	
Checks and Payments - 3 Items	-657,533.96
Deposits and Credits - 3 Items	202,005.99
<b>Total Cleared Transactions</b>	<u>-455,527.97</u>
<b>Cleared Balance</b>	<u>2,600,631.44</u>
<b>Uncleared Transactions</b>	
Checks and Payments - 3 Items	-24,325.30
<b>Total Uncleared Transactions</b>	<u>-24,325.30</u>
<b>Register Balance as of 03/31/2016</b>	<u>2,576,306.14</u>
<b>New Transactions</b>	
Deposits and Credits - 1 Item	11,502.20
<b>Total New Transactions</b>	<u>11,502.20</u>
<b>Ending Balance</b>	<u>2,587,808.34</u>

**DDA - TIF97**  
**Reconciliation Detail**  
**Fifth Third Checking - 8026, Period Ending 03/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						3,056,159.41
<b>Cleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Bill Pmt -Check	12/29/2015	1098	Beckett & Raeder	X	-599.60	-599.60
Bill Pmt -Check	03/01/2016	1106	City Of Traverse City	X	-624,303.14	-624,902.74
Bill Pmt -Check	03/01/2016	1107	Downtown Develop...	X	-32,631.22	-657,533.96
<b>Total Checks and Payments</b>					-657,533.96	-657,533.96
<b>Deposits and Credits - 3 items</b>						
Deposit	03/04/2016			X	91,781.93	91,781.93
Deposit	03/24/2016			X	110,000.00	201,781.93
Deposit	03/31/2016			X	224.06	202,005.99
<b>Total Deposits and Credits</b>					202,005.99	202,005.99
<b>Total Cleared Transactions</b>					-455,527.97	-455,527.97
<b>Cleared Balance</b>					-455,527.97	2,600,631.44
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Bill Pmt -Check	11/17/2015	1087	Ace Hardware		-200.90	-200.90
Bill Pmt -Check	03/29/2016	1108	Downtown Develop...		-2,398.40	-2,599.30
Bill Pmt -Check	03/30/2016	1109	Downtown Develop...		-21,726.00	-24,325.30
<b>Total Checks and Payments</b>					-24,325.30	-24,325.30
<b>Total Uncleared Transactions</b>					-24,325.30	-24,325.30
<b>Register Balance as of 03/31/2016</b>					-479,853.27	2,576,306.14
<b>New Transactions</b>						
<b>Deposits and Credits - 1 item</b>						
Deposit	04/07/2016				11,502.20	11,502.20
<b>Total Deposits and Credits</b>					11,502.20	11,502.20
<b>Total New Transactions</b>					11,502.20	11,502.20
<b>Ending Balance</b>					<b>-468,351.07</b>	<b>2,587,808.34</b>

**DDA - TIF97**  
**Balance Sheet**  
 As of April 30, 2016

	Apr 30, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Fifth Third Checking - 8026	2,565,350.52
<b>Total Checking/Savings</b>	2,565,350.52
<b>Accounts Receivable</b>	
Accounts Receivable	1,315,000.00
<b>Total Accounts Receivable</b>	1,315,000.00
<b>Total Current Assets</b>	3,880,350.52
<b>TOTAL ASSETS</b>	3,880,350.52
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	3,450.00
<b>Total Accounts Payable</b>	3,450.00
<b>Other Current Liabilities</b>	
Deferred Revenue	1,680,000.00
<b>Total Other Current Liabilities</b>	1,680,000.00
<b>Total Current Liabilities</b>	1,683,450.00
<b>Total Liabilities</b>	1,683,450.00
<b>Equity</b>	
Opening Bal Equity	-21,200.00
Retained Earnings	1,837,423.69
Net Income	380,676.83
<b>Total Equity</b>	2,196,900.52
<b>TOTAL LIABILITIES &amp; EQUITY</b>	3,880,350.52

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05/16/16

**DDA - TIF97**  
**Profit & Loss**  
**April 2016**

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	<u>Apr 16</u>
<b>Income</b>	
Interest	212.28
Property Taxes	<u>11,502.20</u>
<b>Total Income</b>	11,714.48
<b>Expense</b>	<u>0.00</u>
<b>Net Income</b>	<u><u>11,714.48</u></u>

1:55 PM

05/16/16

**DDA - TIF97**  
**Profit & Loss**  
July 2015 through April 2016

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	<u>Jul '15 - Apr 16</u>
<b>Income</b>	
Interest	4,652.20
Property Taxes	1,532,101.01
<b>Total Income</b>	<u>1,536,753.21</u>
<b>Expense</b>	
Capital Outlay	122,374.53
Interest Expense	-49.82
Professional/Contractual	409,448.53
Transfer Out to Bond Fund	624,303.14
<b>Total Expense</b>	<u>1,156,076.38</u>
<b>Net Income</b>	<u><u>380,676.83</u></u>

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05/10/16

DDA - TIF97

## Reconciliation Summary

Fifth Third Checking - 8026, Period Ending 04/30/2016

	Apr 30, 16
Beginning Balance	2,600,631.44
Cleared Transactions	
Checks and Payments - 2 items	-24,124.40
Deposits and Credits - 3 items	11,714.48
Total Cleared Transactions	-12,409.92
Cleared Balance	<u>2,588,221.52</u>
Uncleared Transactions	
Checks and Payments - 1 item	-22,871.00
Total Uncleared Transactions	-22,871.00
Register Balance as of 04/30/2016	<u>2,565,350.52</u>
Ending Balance	2,565,350.52

**DDA - TIF97**  
**Reconciliation Detail**  
**Fifth Third Checking - 8026, Period Ending 04/30/2016**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						2,600,631.44
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Bill Pmt -Check	03/29/2016	1108	Downtown Develop...	X	-2,398.40	-2,398.40
Bill Pmt -Check	03/30/2016	1109	Downtown Develop...	X	-21,726.00	-24,124.40
<b>Total Checks and Payments</b>					-24,124.40	-24,124.40
<b>Deposits and Credits - 3 items</b>						
Bill Pmt -Check	11/17/2015	1087	Ace Hardware	X	0.00	0.00
Deposit	04/07/2016			X	11,502.20	11,502.20
Deposit	04/30/2016			X	212.28	11,714.48
<b>Total Deposits and Credits</b>					11,714.48	11,714.48
<b>Total Cleared Transactions</b>					-12,409.92	-12,409.92
<b>Cleared Balance</b>					-12,409.92	2,588,221.52
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Bill Pmt -Check	04/19/2016	1110	Downtown Develop...		-22,871.00	-22,871.00
<b>Total Checks and Payments</b>					-22,871.00	-22,871.00
<b>Total Uncleared Transactions</b>					-22,871.00	-22,871.00
<b>Register Balance as of 04/30/2016</b>					-35,280.92	2,565,350.52
<b>Ending Balance</b>					<b>-35,280.92</b>	<b>2,565,350.52</b>

RUN DATE: 4/18/16

CITY OF TRAVERSE CITY  
 LINE ITEMS AS OF 02/29/2016

PAGE 1

SELECTION: FUND RANGE 585 TO 585  
 LINE ITEM RANGE 400.00 TO 699.99  
 DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
451.73 RAMSDALL GATE FEES	.00	.00	.00	.00	100.00	.00	100.00-	N/A
651.00 PARKING DECK PROCEEDS	345000.00	.00	345000.00	15792.55	261104.05	.00	83895.95	75.68
652.00 PARKING FEES-COIN	800000.00	.00	800000.00	64677.36	918040.07	.00	118040.07-	114.76
653.00 PERMITS-SURFACE LOTS	240000.00	.00	240000.00	54815.00	187869.42	.00	52130.58	78.28
653.05 PERMITS-PARKING DECK	440000.00	.00	440000.00	332211.25	530140.40	.00	90140.40-	120.49
653.07 PERMITS-NEIGHBORHOOD	.00	.00	.00	.00	.00	.00	.00	N/A
653.10 PROXIMITY CARD FEE	.00	.00	.00	.00	.00	.00	.00	N/A
656.10 PARKING FINES	335000.00	.00	335000.00	29307.70	243264.61	.00	91735.39	72.62
656.30 PARKING FINES-COLLEGE	.00	.00	.00	.00	.00	.00	.00	N/A
664.00 INTEREST & DIVIDEND EARNINGS	3700.00	.00	3700.00	492.53	1424.71	.00	2275.29	38.51
668.00 RENTS AND ROYALTIES	26300.00	.00	26300.00	1500.00	18048.00	.00	8252.00	68.62
673.00 SALE OF FIXED ASSETS	.00	.00	.00	.00	91298.44	.00	91298.44-	N/A
674.00 CONTRIBUTIONS-PUBLIC SOURCES	25000.00	.00	25000.00	.00	.00	.00	25000.00	.00
675.00 CONTRIBUTIONS-PRIVATE SOURCE	10000.00	.00	10000.00	.00	.00	.00	10000.00	.00
677.00 REIMBURSEMENTS	.00	.00	.00	350.00	350.00	.00	350.00-	N/A
683.00 RECOVERY OF BAD DEBTS	.00	.00	.00	.00	.00	.00	.00	N/A
686.00 MISCELLANEOUS INCOME	.00	.00	.00	506.44	1683.94	.00	1683.94-	N/A
687.00 REFUNDS AND REBATES	.00	.00	.00	.00	900.00	.00	900.00-	N/A
694.00 OTHER INCOME	.00	.00	.00	.00	.00	.00	.00	N/A
699.00 PRIOR YEARS' SURPLUS	671100.00	.00	671100.00	.00	.00	.00	671100.00	.00
GRAND TOTALS	2896100.00	.00	2896100.00	499652.83	2254223.64	.00	641876.36	77.84

RUN DATE: 4/18/16

CITY OF TRAVERSE CITY  
LINE ITEMS AS OF 02/29/2016

PAGE 1

SELECTION: FUND RANGE 585 TO 585  
LINE ITEM RANGE 700.00 TO 999.99  
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
702.00 SALARIES AND WAGES	70000.00	.00	70000.00	5147.79	27482.83	.00	42517.17	39.26
704.00 EMPLOYEE OVERTIME	5000.00	.00	5000.00	1395.02	3218.79	.00	1781.21	64.38
706.00 FRINGE BENEFIT RECOVERY	.00	.00	.00	.00	.00	.00	.00	N/A
714.00 HEALTH SAVINGS ACCT EXPENSE	1500.00	.00	1500.00	.00	1358.13	.00	141.87	90.54
715.00 EMPLOYER'S SOCIAL SECURITY	5800.00	.00	5800.00	487.10	2492.48	.00	3307.52	42.97
716.00 EMPLOYEE HEALTH INSURANCE	4900.00	.00	4900.00	728.65	3852.13	.00	1047.87	78.61
717.00 EMPLOYEE LIFE/DISABILITY INS	700.00	.00	700.00	95.83	552.15	.00	147.85	78.88
718.00 RETIREMENT FUND CONTRIBUTION	12800.00	.00	12800.00	796.23	4620.36	.00	8179.64	36.10
719.00 RETIREES HOSPITALIZATION INS	.00	.00	.00	.00	.00	.00	.00	N/A
720.00 UNEMPLOYMENT COMPENSATION	200.00	.00	200.00	.00	.00	.00	200.00	.00
721.00 WORKERS COMPENSATION INS	1500.00	.00	1500.00	96.19	602.92	.00	897.08	40.19
727.00 OFFICE SUPPLIES	7000.00	.00	7000.00	42.99	3536.37	.00	3463.63	50.52
740.00 OPERATION SUPPLIES	46000.00	.00	46000.00	1952.78	16864.07	2166.00	26969.93	36.66
801.00 PROFESSIONAL AND CONTRACTUAL	955000.00	.00	955000.00	143615.00	585574.97	18471.75	387896.78	61.32
810.00 COLLECTION COSTS	2000.00	.00	2000.00	344.83	341.15	.00	1658.85	17.06
850.00 COMMUNICATIONS	24000.00	.00	24000.00	1736.95	12489.90	.00	11510.10	52.04
854.00 CITY FEE	220000.00	.00	220000.00	.00	.00	.00	220000.00	.00
860.00 TRANSPORTATION	8000.00	.00	8000.00	374.69	3281.36	.00	4718.64	41.02
862.00 PROFESSIONAL DEVELOPMENT	8000.00	.00	8000.00	.00	2057.83	.00	5942.17	25.72
863.00 TRAINING	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
880.00 COMMUNITY PROMOTION	200.00	.00	200.00	.00	2000.00	.00	1800.00	1000.00
900.00 PRINTING AND PUBLISHING	22000.00	.00	22000.00	87.50	4801.66	.00	17198.34	21.83
910.00 INSURANCE AND BONDS	21000.00	.00	21000.00	2008.79	16929.52	.00	4070.48	80.62
920.00 PUBLIC UTILITIES	150000.00	.00	150000.00	12243.27	42041.07	.00	107958.93	28.03
930.00 REPAIRS AND MAINTENANCE	572000.00	.00	572000.00	11997.48	112090.94	13747.50	446161.56	19.60
930.05 RAMSDELL GATE REPAIR & MAINT	1000.00	.00	1000.00	.00	150.00	.00	850.00	15.00
940.00 RENTAL EXPENSE	119000.00	.00	119000.00	25595.21	114849.38	.00	4150.62	96.51
956.00 MISCELLANEOUS	10500.00	.00	10500.00	.00	7321.13	.00	3178.87	69.73
959.00 DEPRECIATION EXPENSE	429000.00	.00	429000.00	35028.33	280226.64	.00	148773.36	65.32
964.00 TRANSFERS OUT	.00	.00	.00	.00	.00	.00	.00	N/A
977.00 EQUIPMENT	197000.00	.00	197000.00	34915.00	79083.00	3145.00	114772.00	40.14
988.00 UNALLOCATED FUNDS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2896100.00	.00	2896100.00	278689.63	1327818.78	586.75	1567694.47	45.85

RUN DATE: 5/09/16

CITY OF TRAVERSE CITY  
 LINE ITEMS AS OF 03/31/2016

PAGE 1

SELECTION: FUND RANGE 585 TO 585  
 LINE ITEM RANGE 400.00 TO 699.99  
 DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
451.73 RAMSDALL GATE FEES	.00	.00	.00	.00	100.00	.00	100.00-	N/A
651.00 PARKING DECK PROCEEDS	345000.00	.00	345000.00	16229.80	277333.85	.00	67666.15	80.39
652.00 PARKING FEES-COIN	800000.00	.00	800000.00	96326.87	1014366.94	.00	214366.94-	126.80
653.00 PERMITS-SURFACE LOTS	240000.00	.00	240000.00	4855.50	192724.92	.00	47275.08	80.30
653.05 PERMITS-PARKING DECK	440000.00	.00	440000.00	9736.75	539877.15	.00	99877.15-	122.70
653.07 PERMITS-NEIGHBORHOOD	.00	.00	.00	.00	.00	.00	.00	N/A
653.10 PROXIMITY CARD FEE	.00	.00	.00	.00	.00	.00	.00	N/A
656.10 PARKING FINES	335000.00	.00	335000.00	33639.05	276903.66	65.00-	58161.34	82.66
656.30 PARKING FINES-COLLEGE	.00	.00	.00	.00	.00	.00	.00	N/A
664.00 INTEREST & DIVIDEND EARNINGS	3700.00	.00	3700.00	152.23	1576.94	.00	2123.06	42.62
668.00 RENTS AND ROYALTIES	26300.00	.00	26300.00	774.00	18822.00	.00	7478.00	71.57
673.00 SALE OF FIXED ASSETS	.00	.00	.00	.00	91298.44	.00	91298.44-	N/A
674.00 CONTRIBUTIONS-PUBLIC SOURCES	25000.00	.00	25000.00	.00	.00	.00	25000.00	.00
675.00 CONTRIBUTIONS-PRIVATE SOURCE	10000.00	.00	10000.00	.00	.00	.00	10000.00	.00
677.00 REIMBURSEMENTS	.00	.00	.00	.00	350.00	.00	350.00-	N/A
683.00 RECOVERY OF BAD DEBTS	.00	.00	.00	.00	.00	.00	.00	N/A
686.00 MISCELLANEOUS INCOME	.00	.00	.00	740.00	2423.94	50.00-	2373.94-	N/A
687.00 REFUNDS AND REBATES	.00	.00	.00	.00	900.00	.00	900.00-	N/A
694.00 OTHER INCOME	.00	.00	.00	.00	.00	.00	.00	N/A
699.00 PRIOR YEARS' SURPLUS	671100.00	.00	671100.00	.00	.00	.00	671100.00	.00
GRAND TOTALS	2896100.00	.00	2896100.00	162454.20	2416677.84	115.00-	479537.16	83.45

RUN DATE: 5/09/16

CITY OF TRAVERSE CITY  
LINE ITEMS AS OF 03/31/2016

PAGE 1

SELECTION: FUND RANGE 585 TO 585  
LINE ITEM RANGE 700.00 TO 999.99  
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
702.00 SALARIES AND WAGES	70000.00	.00	70000.00	3608.47	31091.30	.00	38908.70	44.42
704.00 EMPLOYEE OVERTIME	5000.00	.00	5000.00	162.54	3381.33	.00	1618.67	67.63
706.00 FRINGE BENEFIT RECOVERY	.00	.00	.00	.00	.00	.00	.00	N/A
714.00 HEALTH SAVINGS ACCT EXPENSE	1500.00	.00	1500.00	.00	1358.13	.00	141.87	90.54
715.00 EMPLOYER'S SOCIAL SECURITY	5800.00	.00	5800.00	276.00	2768.48	.00	3031.52	47.73
716.00 EMPLOYEE HEALTH INSURANCE	4900.00	.00	4900.00	458.41	4310.54	.00	589.46	87.97
717.00 EMPLOYEE LIFE/DISABILITY INS	700.00	.00	700.00	67.09	619.24	.00	80.76	88.46
718.00 RETIREMENT FUND CONTRIBUTION	12800.00	.00	12800.00	882.25	5502.61	.00	7297.39	42.99
719.00 RETIREES HOSPITALIZATION INS	.00	.00	.00	.00	.00	.00	.00	N/A
720.00 UNEMPLOYMENT COMPENSATION	200.00	.00	200.00	.00	.00	127.80	72.20	.00
721.00 WORKERS COMPENSATION INS	1500.00	.00	1500.00	72.39	675.31	.00	824.69	45.02
727.00 OFFICE SUPPLIES	7000.00	.00	7000.00	647.76	4184.13	.00	2815.87	59.77
740.00 OPERATION SUPPLIES	46000.00	.00	46000.00	6944.30	23808.37	4157.44	18034.19	51.76
801.00 PROFESSIONAL AND CONTRACTUAL	955000.00	.00	955000.00	60121.73	645696.70	13137.69	296165.61	67.61
810.00 COLLECTION COSTS	2000.00	.00	2000.00	34.53	306.62	77.00	1616.38	15.33
850.00 COMMUNICATIONS	24000.00	.00	24000.00	1760.89	14250.79	423.10	9326.11	59.38
854.00 CITY FEE	220000.00	.00	220000.00	.00	.00	.00	220000.00	.00
860.00 TRANSPORTATION	8000.00	.00	8000.00	280.77	3562.13	.00	4437.87	44.53
862.00 PROFESSIONAL DEVELOPMENT	8000.00	.00	8000.00	.00	2057.83	.00	5942.17	25.72
863.00 TRAINING	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
880.00 COMMUNITY PROMOTION	200.00	.00	200.00	.00	2000.00	.00	1800.00	1000.00
900.00 PRINTING AND PUBLISHING	22000.00	.00	22000.00	560.50	5362.16	423.50	16214.34	24.37
910.00 INSURANCE AND BONDS	21000.00	.00	21000.00	2008.79	18938.31	.00	2061.69	90.18
920.00 PUBLIC UTILITIES	150000.00	.00	150000.00	21581.84	63622.91	1387.97	84989.12	42.42
930.00 REPAIRS AND MAINTENANCE	572000.00	.00	572000.00	9882.30	121973.24	21085.56	428941.20	21.32
930.05 RAMSDALL GATE REPAIR & MAINT	1000.00	.00	1000.00	.00	150.00	.00	850.00	15.00
940.00 RENTAL EXPENSE	119000.00	.00	119000.00	9846.96	124696.34	5474.00	11170.34	104.79
956.00 MISCELLANEOUS	10500.00	.00	10500.00	.00	7321.13	.00	3178.87	69.73
959.00 DEPRECIATION EXPENSE	429000.00	.00	429000.00	35028.33	315254.97	.00	113745.03	73.49
964.00 TRANSFERS OUT	.00	.00	.00	.00	.00	.00	.00	N/A
977.00 EQUIPMENT	197000.00	.00	197000.00	10005.00	89088.00	3145.00	104767.00	45.22
988.00 UNALLOCATED FUNDS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2896100.00	.00	2896100.00	164161.79	1491980.57	49439.06	1354680.37	51.52

## **DOWNTOWN DEVELOPMENT AUTHORITY**

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The Downtown Development Authority (DDA) Board of Directors will hold a public hearing on the budget Friday, May 20, 2016 at 8 a.m., Commission Chambers, Second Floor, Governmental Center. The Board is scheduled to approve the budget on June 17, 2016.

The DDA is an arm of the City of Traverse responsible for maintaining the vitality of the Central Business District. Working with private developers, land owners and governmental agencies, and armed with public funds to assist in re-development efforts, the DDA continues to keep downtown's vibrant environment. The DDA also directly operates the Sara Hardy Downtown Farmer's Market. Through a contract with the City of Traverse City, the DDA manages the Traverse City Parking System (TCPS). The DDA has a management agreement with the Downtown Traverse City Association (DTCA) the marketing, communication and events arm of downtown. The revenues from these contracts, as well as projected reimbursements from the Tax Increment Financing funds (TIF), are shown in the Reimbursements revenue line items of the budget. The TCPS fee is proposed to be a percentage of TCPS revenue to reflect the growth and fluctuations of that operation.

To meet the obligations of the management agreements remaining, the DDA will have seven full time employees, and approximately eight part time employees depending on the season. Three of the full time and all but one of the part time employees are dedicated to the Traverse City Parking System. The Farmers Market is expected to be managed by a contractor, reflected in the Professional Services line item. The DDA Board has also committed to purchasing and maintaining the flowers in the summer and that is covered under Salaries and Wages, and in Community Promotion line item. The DDA is projected to continue to support Santa's arrival with up to \$10,000 paid to the DTCA for this event. The DDA will continue the partnership with the City and Grand Traverse County by funding the County's economic development efforts by contributing \$10,000 out of the professional/contractual line item.

By sharing our staff members, office space, equipment and other overhead over the various functions of the TCPS, DTCA, and the TIF projects, we are able to keep costs to a minimum. The DDA office staff structure has evolved to better support the dynamic Traverse City Parking operation and also allow for more strategic and proactive attention to downtown and its environs. The Traverse City Parking System staff has matured to better handle the tremendous growth in downtown parking.

City of Traverse City, Michigan  
 COMPONENT UNIT  
 DOWNTOWN DEVELOPMENT AUTHORITY FUND  
 For the Budget Year 2016-17

	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Projected	FY 16/17 Requested
<b>REVENUES</b>					
Property Taxes	\$ 70,660	\$ 68,578	\$ 70,000	\$ 70,000	\$ 128,000
Reimbursements	540,652	659,937	767,377	783,314	698,652
Rental Income	50,846	45,770	45,000	46,000	53,000
Interest Revenue	225	355	200	200	200
<b>TOTAL REVENUES</b>	<b>662,383</b>	<b>774,640</b>	<b>882,577</b>	<b>899,514</b>	<b>879,852</b>
<b>EXPENDITURES</b>					
Salaries and Wages	423,410	490,612	581,810	685,000	595,261
Fringe Benefits	97,320	120,901	146,733	74,569	180,153
Office/Operating Supplies	9,670	10,122	9,000	9,000	10,000
Professional Services	33,033	51,655	78,100	66,000	44,775
Communications	4,657	4,761	4,600	4,800	4,800
Transportation	619	1,584	2,000	1,900	2,000
Lodging/Meals	4,809	4,352	5,000	4,000	5,000
Training	739	1,350	2,000	2,000	2,000
Community Promotion	10,489	10,827	12,500	11,600	12,500
Printing and Publishing	8,498	5,774	7,500	7,000	1,500
Insurance and Bonds	1,478	1,528	1,700	1,800	1,800
Utilities	6,476	6,984	6,600	6,600	7,100
Repairs and Maintenance	2,925	1,950	2,200	2,100	2,200
Rentals	9,262	8,870	8,000	8,000	9,000
Legal Services	5,849	3,324	5,000	4,500	4,500
Miscellaneous	99	26	400	150	400
Capital Outlay	5,575	4,454	6,000	6,000	9,000
<b>TOTAL EXPENDITURES</b>	<b>624,908</b>	<b>729,074</b>	<b>879,143</b>	<b>895,019</b>	<b>891,989</b>
<b>EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES</b>	<b>37,475</b>	<b>45,566</b>	<b>3,434</b>	<b>4,495</b>	<b>(12,137)</b>
<hr/>					
Beginning Fund Balance	216,776	254,251	299,817	299,817	304,312
Ending Fund Balance	\$ 254,251	\$ 299,817	\$ 303,251	\$ 304,312	\$ 292,175
<hr/>					
Personnel Services %	83.33%	83.88%	82.87%	84.87%	86.93%

## **DDA TAX INCREMENT FINANCING #97 FUND**

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The DDA Board of Directors will hold a public hearing on the Tax Increment Financing Fund #97 (TIF97) budget for 2016-17 on Friday, May 20, 2016 at 8 a.m., Commission Chambers, Second Floor, Governmental Center. The Board is scheduled to approve the budget on June 17, 2016.

The TIF 97 Fund accounts for the public activities in the northern part of downtown. Over the next 11 years this fund will continue to make payments on the Hardy Parking Deck bonds. The budgeted amount for 2016-17 is \$790,000 shown as a Contribution to Other Governments. Other expenses are to compensate the City of Traverse City for engineering and other work and the DDA for administrative and operational costs. As in the past year, the City of Traverse City compensation will be based on .1% of the taxable value in the district, estimated to be \$87,650. This fee covers insurance, and audit fees but not legal fees, which are billed on an hourly basis.

An ongoing cost in professional services is the Downtown WIFI project for which TIF 97 will pay \$65,000 in fiscal year 2016-17.

The largest expenditures are in capital outlay. While the Capital Improvement Plan (CIP) details as much as \$372,500 in expenditures including the following projects:

EAST FRONT STREET, 300 BLOCK MIDBLOCK CROSSWALK (\$55,000) This project adds a midblock crosswalk to accommodate heavy pedestrian flow between the Hardy Garage and downtown's largest employer across E. Front Street.

WEST FRONT GARAGE - TIF Funds will be combined with parking funds to pay for a bond issue to construct a parking garage on the west side of downtown.

PUBLIC ART CONTRIBUTION (\$4,000) Per the just approved Public Art Ordinance, 1% of capital expenditures from this fund can go toward public art.

The revenue line item "Contribution from other Governmental Entity" includes a planned \$120,000 reimbursement from the Grand Traverse County Brownfield Redevelopment Authority (BRA) for costs associated with the Hardy Parking Garage.

City of Traverse City, Michigan  
**COMPONENT UNIT**  
**TAX INCREMENT FINANCING 97 FUND**  
For the Budget Year 2016-17

	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Projected	FY 16/17 Requested
<b>REVENUES</b>					
Property Taxes	\$ 1,272,032	\$ 1,510,768	\$ 1,580,412	\$ 1,532,400	\$ 1,737,000
Grants	-	-	-	-	-
Reimbursements	120,000	115,000	120,000	120,000	120,000
Interest Revenue	3,302	4,195	2,000	4,600	2,000
<b>TOTAL REVENUES</b>	<b>1,395,334</b>	<b>1,629,963</b>	<b>1,702,412</b>	<b>1,657,000</b>	<b>1,859,000</b>
<b>EXPENDITURES</b>					
Professional Services	207,568	361,680	270,000	252,000	278,000
Printing and Publishing	438	128	1,000	1,000	1,000
Contribution To Other Governments	735,420	764,111	823,000	801,400	831,000
Capital Outlay	40,055	15,597	1,837,000	2,495,000	400,000
<b>TOTAL EXPENDITURES</b>	<b>983,481</b>	<b>1,141,516</b>	<b>2,931,000</b>	<b>3,549,400</b>	<b>1,510,000</b>
<b>EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES</b>	<b>411,853</b>	<b>488,447</b>	<b>(1,228,588)</b>	<b>(1,892,400)</b>	<b>349,000</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Operating transfer/interfund loan	-	-	500,000	-	-
<b>NET CHANGE IN FUND BALANCE</b>	<b>411,853</b>	<b>488,447</b>	<b>(728,588)</b>	<b>(1,892,400)</b>	<b>349,000</b>
<b>Beginning Fund Balance</b>	<b>1,181,023</b>	<b>1,592,876</b>	<b>2,081,323</b>	<b>2,081,323</b>	<b>188,923</b>
<b>Ending Fund Balance</b>	<b>\$ 1,592,876</b>	<b>\$ 2,081,323</b>	<b>\$ 1,352,735</b>	<b>\$ 188,923</b>	<b>\$ 537,923</b>

## **DDA TAX INCREMENT FINANCING FUND #2**

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The DDA Board of Directors will hold a public hearing on the Tax Increment Financing Fund #2 (TIF 2) budget for 2016-17 on Friday, May 20, 2016 at 8 a.m., Commission Chambers, Second Floor, Governmental Center. The Board is scheduled to approve the budget on June 17, 2016.

TIF 2 accounts for the public activities in the area of Old Town, including River's Edge and the Midtown project. The TIF Plan that supports the fund has expired and we are in the process of completing remaining projects. These projects, estimated to cost a total of \$340,000, include the Lake Street streetscapes project and the South Cass Street bridge repair.

City of Traverse City, Michigan  
 COMPONENT UNIT  
 TAX INCREMENT FINANCING 2 FUND  
 For the Budget Year 2016-17

	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Projected	FY 16/17 Requested
<b>REVENUES</b>					
Property Taxes	\$ 951,420	\$ 1,045,009	\$ 1,048,000	\$ 1,078,000	\$ -
Reimbursements	524,000	536,000	525,000	525,000	-
Interest Revenue	3,259	2,623	1,500	2,000	300
<b>TOTAL REVENUES</b>	<b>1,478,679</b>	<b>1,583,632</b>	<b>1,574,500</b>	<b>1,605,000</b>	<b>300</b>
<b>EXPENDITURES</b>					
Professional Services	164,417	355,212	175,000	149,875	68,000
Printing and Publishing	164	26	500	-	25
Contribution To Other Governments	1,382,669	1,397,582	1,450,000	1,500,000	-
Capital Outlay	849	52,304	600,000	150,000	390,000
<b>TOTAL EXPENDITURES</b>	<b>1,548,099</b>	<b>1,805,124</b>	<b>2,225,500</b>	<b>1,799,875</b>	<b>458,025</b>
<b>EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES</b>	<b>(69,420)</b>	<b>(221,492)</b>	<b>(651,000)</b>	<b>(194,875)</b>	<b>(457,725)</b>
<hr/>					
Beginning Fund Balance	1,466,314	1,396,894	1,175,402	1,175,402	980,527
Ending Fund Balance	\$ 1,396,894	\$ 1,175,402	\$ 524,402	\$ 980,527	\$ 522,802

## PARKING SYSTEM FUND

**Mission Statement:** *To promote commerce and quality of life in the Downtown, NMC Campus, and Munson Hospital area by effective management of cars and bikes in those areas. We do this with the highest level of customer service, efficient management and effective problem solving.*



The Downtown Development Authority (DDA), on behalf of the City of Traverse City, manages the Traverse City Parking System (TCPS), formerly the Auto Parking System; an enterprise fund. The 2016-17 budget includes revenues and expenses for operation of the entire parking system, including two parking garages.

Currently, there remains one (1) full-time City employee, and a management contract with the DDA to provide the remaining staff needed to operate the parking system. Our largest line item in the Parking System Fund is Professional Services of which 50% of the budgeted amount is the contract agreement rate with the DDA. The DDA will have a staff of three full-time and twelve to sixteen part-time employees who dedicate nearly 100% of their time to TCPS as part of this agreement in all areas of operations including Administration, Ambassador/Enforcement, Maintenance, and Office Clerks. The remaining four full-time employees of the DDA dedicate various percentages of their time to TCPS on an as-needed basis.

The Equipment line item includes funds for the purchase of a new utility vehicle to replace the aging golf cart currently in use, a new web-based camera system and additional cameras to increase security and improve management, more multi-space pay stations, and meter housing purchases to supplement those installed during the fiscal 14-15 year, and funds to expand or replace the existing camera system. As always, the ultimate expenditure will be reviewed by the DDA in advance of actual City Commission approval.

A continued increase in meter revenue is expected as we implement additional multi-space pay stations, and offer the ability to pay with credit cards. We are continuing to accept coin and mobile payments at our single space meters. Balancing our two full-time and two part-time Enforcement and Ambassador Officers will assist with the increased demands of meter collections and maintenance and extended residential enforcement.

Parking permits at both parking garages and downtown surface lots are staying consistent. The Old Town Parking garage where Hagerty's continued efforts to grow and hire more staff has resulted in additional permit purchases from last year. Future development plans for 2016 are expected to yield a minimal increase for parking permits.

Last year, a high level three year plan was proposed to address rate increases, additional services, and consider parking areas that have not been included in the parking system. The Parking and Access Committee continues to meet on a regular basis to assess parking accommodations in the system and to provide reports and recommendations to the board as needed. The Bike Parking Subcommittee will hopefully have an opportunity to increase bike parking access and

accommodations, and provide recommendations to the board as needed. The quarterly report is published following each quarter that provides details on upcoming projects, status of existing projects, and data from pay station revenue, citation issuance, appeals, and permit sales.

## GOALS

1. Provide a successful, attractive parking environment that supports economic growth and tourism Downtown
  - a. Have year to year growth in total permits sold
  - b. Have year to year growth in meter revenue
  - c. Foster private investment in the Downtown Development Authority district, which is indicative of confidence in our parking system
  - d. Continually invest in parking infrastructure to maintain a high quality experience
2. Promote a higher quality of life through reduced reliance on surface parking Downtown
  - a. Reduce the amount of surface space as a percentage of commercial space in the Downtown Development Authority district
  - b. Increase bicycle parking in the Downtown Development Authority district
  - c. Work with the local transit authority to accommodate transit use in the Downtown Development Authority district
3. Promote commerce at the NMC Campus and Munson Hospital area
  - a. Work with both agencies to serve their specific needs in managing cars
  - b. Make efficient use of resources by partnering with these and other agencies

## PERFORMANCE MEASUREMENTS

Output	Performance Indicators	2011/2012	2012/13	2013/14	2014/15	2015/16 as of 2/16	2016/17 Estimate
	Output	Number of parking fines issued	18,306	16,343	20,893	26,993	13,417
Estimated number of vehicles processed in the parking decks		290,706	314,279	221,013	325,000	221,013	325,000
Efficiency	Utilization of parking decks at 2 pm	74.5%	80.6%	75.9%	76.5%		
	Utilization of parking decks Monday through Friday all day	104.4%	115.1%	88.6%	89%		
	% of revenue collected from parking fines	87.6%	81.2%	80.3%	84%	72%	85%
	Commercial space (sf) per public surface space	767	778	818	825		

## SUMMARY OF BUDGET CHANGES

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### REVENUE

**Parking Deck Proceeds** – Expect an increase in garage proceeds due to a reduced period of free parking. Increased event parking rates will also take effect for the summer festivals in 2016.

**Parking Fees-Coin** – Expect an increase in revenue from the meter rate increase and other factors; such as, expanded payment options for on-street and off-street parking and an additional staff person assisting with enforcement.

**Permits – Surface Lots** – Expect a slight increase due to the increase of the permit rates and the Warehouse District improvements. Otherwise, sale numbers are remaining flat with most permits being purchased as yearly permits.

**Permits – Parking Garages** – Expect a slight increase due to the increase of permit rates. Permit sales are remaining steady at the Old Town Parking Garage, and the Larry C. Hardy Garage sales are expected to remain consistent with prior years. We may see a slight increase in garage permits and a decrease in surface permits if development occurs on the parcels that are currently leased for parking.

### EXPENSES

**Salaries, Wages and Fringe Benefits** – Salaries, wages and fringe benefits remain relatively flat with an estimated 2% annual wage increase and an estimated 5% increase in health insurance costs. Additionally, a decrease is expected in costs related to labor provided by the Parks and Streets Departments.

**Professional Services** - There are no expected big projects in either parking garages that would impact this line item, and no increase in the DDA fee is planned.

**Public Utilities** – A decrease is anticipated with an upgrade of the lighting at Old Town Garage.

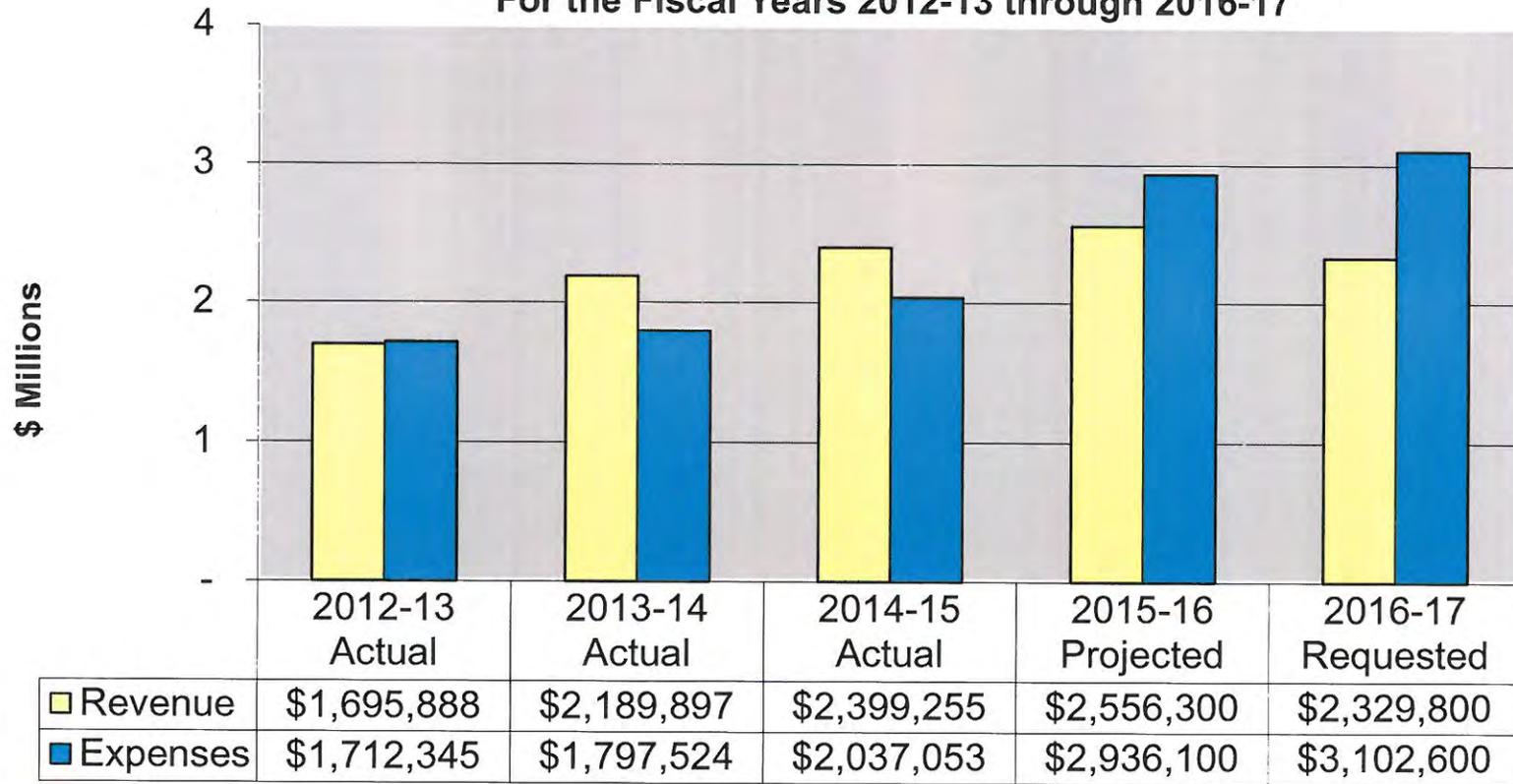
**Repair and Maintenance** – Projections for this line item are particularly high this fiscal year because of CIP improvements projected to take place this fiscal year. Projects include the expansion of Lot V at 145 W Front to incorporate lots 1 and 3 with lot 2 that was resurfaced in the spring of 2015; the reconstruction of Lot D along Grandview Parkway; a LED light conversion at Old Town Parking Garage, an enhancement of the existing camera system; and reconstruction of Lot P at 100 W State.

**Rentals** – Rentals overall increased to reflected required rental rates for the Garage Fund to finance future equipment purchases of the Parking System.

## **NONOPERATING REVENUES (EXPENSES)**

**Transfer Out – City Fee** – The City fee will remain at the rate of 10% (approximately \$260,000) because the system is now receiving all parking fine revenue except for the parking tickets and meter coin generated at the college, which is split, net expenses, between the College Parking Fund and General Fund.

**City of Traverse City, Michigan  
Parking System Fund Revenues and Expenditures  
For the Fiscal Years 2012-13 through 2016-17**



Fiscal Years

City of Traverse City, Michigan  
**ENTERPRISE FUND**  
**PARKING SYSTEM FUND**  
For the Budget Year 2016-17

	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Projected	FY 16/17 Requested
<b>OPERATING REVENUES</b>					
Parking Deck Proceeds	\$ 291,938	330,414	\$ 345,000	\$ 345,000	\$ 345,000
Parking Fees-Meters	680,015	869,285	800,000	1,060,000	900,000
Permits - Surface Lots	210,285	212,789	240,000	220,000	240,000
Permits - Parking Deck	408,395	537,649	440,000	440,000	480,000
Proximity Card Fee	-	-	-	-	-
Parking Fines	305,181	400,052	335,000	360,000	335,000
Rents and Royalties	26,064	23,665	26,300	26,300	26,300
Reimbursements	10,244	4,292	-	-	-
Recovery of Bad Debts	508	-	-	-	-
Miscellaneous Income	1,558	4,166	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>1,934,188</b>	<b>2,382,312</b>	<b>2,186,300</b>	<b>2,451,300</b>	<b>2,326,300</b>
<b>OPERATING EXPENSES</b>					
Salaries and Wages	54,301	52,650	75,000	75,000	78,250
Fringe Benefits	20,968	24,407	27,400	27,400	24,150
Office/Operation Supplies	34,032	34,299	53,000	53,000	53,000
Professional Services	653,285	672,062	957,200	957,200	1,002,200
Communications	21,924	22,156	24,000	24,000	49,000
Transportation	7,885	4,466	8,000	8,000	8,000
Professional Development	1,020	5,968	10,000	10,000	10,000
Printing and Publishing	15,463	15,685	22,000	22,000	22,000
Insurance and Bonds	20,050	24,286	21,000	21,000	21,000
Utilities	125,020	127,212	150,000	150,000	150,000
Repairs and Maintenance	53,596	71,750	573,000	573,000	573,000
Rentals	146,780	166,445	119,000	119,000	119,000
Miscellaneous	7,348	11,211	10,500	10,500	135,500
Equipment *	-	128,866	197,000	197,000	179,500
Depreciation Expense	420,341	440,567	429,000	429,000	445,000
<b>TOTAL OPERATING EXPENSES</b>	<b>1,582,013</b>	<b>1,802,030</b>	<b>2,676,100</b>	<b>2,676,100</b>	<b>2,869,600</b>
<b>OPERATING INCOME (LOSS)</b>	<b>352,175</b>	<b>580,282</b>	<b>(489,800)</b>	<b>(224,800)</b>	<b>(543,300)</b>
<b>NON-OPERATING REVENUES</b>					
Gain on Sale of Assets	239,847	1,434	-	91,300	-
Capital Contribution	12,500	12,500	10,000	10,000	-
Interest Revenue	3,362	3,009	3,700	3,700	3,500
<b>TOTAL NON-OPERATING REVENUES</b>	<b>255,709</b>	<b>16,943</b>	<b>13,700</b>	<b>105,000</b>	<b>3,500</b>
<b>INCOME BEFORE TRANSFERS</b>	<b>607,884</b>	<b>597,225</b>	<b>(476,100)</b>	<b>(119,800)</b>	<b>(539,800)</b>
Transfer Out - Other	-	-	-	-	-
Transfer Out - City Fee	(215,511)	(235,023)	(220,000)	(260,000)	(233,000)
<b>Total Transfers Out</b>	<b>(215,511)</b>	<b>(235,023)</b>	<b>(220,000)</b>	<b>(260,000)</b>	<b>(233,000)</b>
<b>CHANGE IN NET POSITION</b>	<b>392,373</b>	<b>362,202</b>	<b>(696,100)</b>	<b>(379,800)</b>	<b>(772,800)</b>
<b>Net Position, Beginning of year</b>	<b>19,824,199</b>	<b>20,216,572</b>	<b>20,578,774</b>	<b>20,578,774</b>	<b>20,198,974</b>
<b>Net Position, End of year **</b>	<b>\$ 20,216,572</b>	<b>\$ 20,578,774</b>	<b>\$ 19,882,674</b>	<b>\$ 20,198,974</b>	<b>\$ 19,426,174</b>
Personnel Services %	4.76%	4.28%	3.83%	3.83%	3.57%
F.T.E. Employees = .9					

\* Note: Equipment Expenditures of \$197,000 are reported here for budget purposes only, actual Enterprise Fund financial statement reporting will reflect this as an increase in Fixed Assets.

\*\* Ending net position represents the difference between total assets (including long-term fixed assets) and total liabilities the cash balance at 6/30/14 was \$4,055,257

**Minutes**  
**Traverse City Downtown Development Authority**  
**Executive Committee**  
**May 5, 2016**  
Downtown Office  
Governmental Center, 400 Boardman Avenue, Traverse City

Chuck Judson called the meeting to order at 8:30 a.m.

1. Roll Call

**Present:** Leah Bagdon-McCallum (arrived), Steve Constantin, Bill Golden, Chuck Judson

**Staff:** Rob Bacigalupi, Jean Derenzy, Colleen Paveglio, Lauren Tribble-Laucht

**Absent:** Bill Golden

2. Discussion Regarding Farmers Market Naming & Donor Policy

a. Staff to research working with a 501 c 3 on the campaign

3. Discussion Regarding TIF Education

a. Bacigalupi to present to various organizations and neighborhood meetings

4. Public Comment

a. None at this time

5. Adjournment. The meeting officially adjourned at 10:17 a.m.

Respectfully submitted,

Colleen Paveglio  
Marketing & Deputy Director



## **Sara Hardy Downtown Farmers Market Project Donor Recognition and Naming Policy**

### **Introduction**

#### **General Gift Acceptance Policies**

Acceptance of any contribution, gift or grant is at the discretion of the Downtown Development Authority (DDA) for the Sara Hardy Downtown Farmers Market Project (Farmers Market Project). The DDA will not accept any gift unless it can be used or expended consistently with the purpose and mission of the Farmers Market Project. The organization reserves the right to decline a gift from any donor.

The DDA accepts donations of cash or publicly traded securities. Certain other gifts, real property, personal property, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed prior to acceptance due to the special obligation raised or liabilities they may pose for the DDA and/or the City of Traverse City.

#### **Donor Acknowledgements**

Within 14 days of donation receipt, every donor to the Farmers Market Project shall receive a formal acknowledgement/thank you letter and donation receipt consistent with IRS requirements. With the exception of gifts of cash and publicly traded securities, no value shall be provided on any receipt or other form of substantiation a gift received. If a donor receives anything of value in exchange for the donation, such as a dinner or event admission, a tax receipt shall clearly state that portion of the donation is tax deductible.

#### **Donor Privacy Policy**

The DDA respects the intent of the donor related to gifts for restricted purposes. Likewise, the DDA understands that information related to donations may be personal in nature and public disclosure of such information could be perceived as an unwarranted invasion of an donor's privacy. The DDA will restrict release of information related to donations to the extent permitted by law. However, if a donor wishes to remain anonymous, you are invited to contact the (Third Party Name Here) to assist you in your donation.

#### **Fundraising**

Funds shall be solicited in a respectful manner and without pressure. All third parties not directly affiliated with the DDA who wish to solicit funds on behalf of the organization must acquire written permission from the DDA prior to beginning fundraising activities. The DDA will not compensate, whether through commissions, finders' fees or other means, any third party for directing a gift or a donor to the DDA.

Regarding contributions or gifts, the DDA maintains that the Internal Revenue Code section 170(c) applies. That section reads as follows: "For purposes of this section, the term "charitable contribution" means a contribution or gift to or for the use of a state, possession of the United States or any political subdivision of any of the foregoing, or the United States or the District of Columbia, but only if the contribution or gift is made for exclusively public purposes." Therefore, the DDA construes this to mean that a contribution or gift to the DDA would be a charitable contribution if it is made for exclusively public purposes. We suggest you contact a professional accountant to determine if this applies to you in whole or in part.

### **Donor Naming and Recognition Opportunities**

Pursuant to the City of Traverse City Naming Policy, the City maintains the authority for and will have final approval for any and all opportunities related to Market space. Due to the nature of this project and the incentive naming opportunities provide for large donors, the following parameters have been approved by the City Commission for naming opportunities in conjunction with the implementation of the Sara Hardy Downtown Farmers Market Project:

### **Naming Opportunities and Required Gift Levels**

Naming opportunities are reserved for the most generous gifts and will be granted at minimum levels to be determined.

1. Farmers Market Shed (Phase I)
2. Farmers Market Shed (Phase II)
3. Donor Recognition Plaque
4. Boardman River Deck/Picnic Area
5. Outdoor Furniture
6. Bike Racks

### **Get Eligibility**

1. Deferment gifts/pledges may be considered as part of a gift commitment if the gift is non-revocable and the net present value of the gift meets the required gift level established for the Gift Recognition.
2. Oral promises of a future gift do not qualify for a naming opportunity.
3. If a contribution is pledged over a period of time, the City will establish the timeframe when the name will be added.

### **Naming Parameters**

1. The City and DDA wish to maintain, when possible, the integrity of the original naming of the Sara Hardy Downtown Farmers Market established in 1984. As such, naming of the physical market sheds shall be granted.
2. Before extending a naming opportunity, the DDA will confer with a City representative to consider issues and the impact on the City's, DDA's, and Sara Hardy Downtown Farmers Market's reputation and marketing.
3. The City will retain veto power over the name selected, regardless of the dollar size of the proposed gift.
4. Donor naming of the sheds, furniture and deck will continue through their useful life. When a named facility is taken out of service or upgraded substantially, the City will develop a plan along with the donor or family (if possible) to continue donor recognition in a way that is visible and in context with standard giving levels of the time.

5. The City reserves the right to remove at any time names that it determines would cause embarrassment or disrepute to the City or the park.
6. All naming opportunities will be contingent upon governmental grant restrictions.

**Recognition Opportunities**

Recognition opportunities will honor donors beginning at a level of \$10,000. Donation at this level will be recognized within a particular area of the Market selected to highlight donors and their generosity.



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**City Proposal 1 – on November 4, 2014, Election Ballot**  
**Questions and Answers**  
**Brown Bridge Trust Fund Ballot Proposal**

**Q: What is the wording that will appear on the November 4, 2014 ballot?**

*A: Shall the Charter of the City of Traverse City, Section 129, which currently provides that the principal of the Brown Bridge Trust Fund may only be used upon approval of the voters, be amended to allow the City Commission for a period of five years to place that part of the Brown Bridge Trust Fund principal that exceeds a minimum principal amount of twelve million dollars (\$12,000,000) in a separate trust fund to be used for City park capital improvements when matching funds can be secured from outside sources?*

**Q: What is the Brown Bridge Trust Fund?**

A: The City's Brown Bridge Trust is funded by revenue from oil and gas exploration rights and royalties located on the 1,300-acre Brown Bridge Quiet Area property 11 miles south of Traverse City. The fund was created by charter in 1978 and the principal balance has been used only twice for specific projects: a property purchase on West Bay in 1987 and to acquire additional property adjacent to the Brown Bridge Quiet Area in 1994. In 2007, a proposal to amend the Charter to use Trust Fund principal in excess of \$9 million to improve road infrastructure was rejected by the voters 45% in favor to 55% opposed.

The Brown Bridge Quiet Area is managed by the City via a contract with the Grand Traverse Conservation District. The Brown Bridge Advisory Committee was established by the City Commission on October 4th, 1993 and serves under the direction of the City Manager. You can learn more about the property at [www.traverscitymi.gov/brownbridge.asp](http://www.traverscitymi.gov/brownbridge.asp).

**Q: If approved, what will the money be spent on and who will decide what projects are funded?**

A: The proposal requires matching funds to be received as a condition of spending the funds. The City identifies park capital improvement projects utilizing existing, approved plans such as the Five-Year Parks and Recreation Plan, the Master Plan, and others such as the Bayfront Plan 2010, typically through the Six-Year Capital Improvement Plan process. The ballot language does not address any specific park or project. Available funds would be limited to "park capital improvements." The City Commission has final spending authority for expenditures related to capital projects.

**Q: What happens to the money after the five-year period if it hasn't been spent?**

A: The ballot language, if approved, would *allow the City Commission for a period of five years to place that part of the Brown Bridge Trust Fund principal that exceeds a minimum principal amount of twelve million dollars (\$12,000,000) in a separate trust fund.* The ballot language does not create a deadline to expend that part of the principal prior to the end of the five-year period.

**Q: Why is there a matching funds requirement?**

The matching funds requirement is intended to leverage the Brown Bridge Trust Fund money for greater impact. The intent expressed during City Commission discussions was that the estimated three million dollars to be made available would in effect provide up to six million dollars for park improvements over the five-year period.

**Q: Where will matching funds come from?**

A: The ballot proposal requires that the funds made available from the Brown Bridge Trust Fund principal may only be spent if matching funds are secured. Those funds could come from any “matching” source such as neighborhood groups, sponsorships, grants, or other means as long as they are not City funds and comply with applicable laws. The City would work with interested partners to find matching funds for specific projects as those opportunities present.

**Q: What is the current value of the Brown Bridge Trust Fund?**

A: As of the end of fiscal year 2013-14, the Brown Bridge Trust Fund principal balance was over \$13.2 million. The fund has averaged approximately \$380,000 annually in revenue from the oil & gas royalties since the year 2000. That revenue is added to the principal amount in the Brown Bridge Trust Fund.

**Q: Does the City collect any interest from the Brown Bridge Trust Fund?**

A: Yes. The fund has averaged approximately \$345,000 per year in interest revenue since the year 2000. That interest revenue is deposited into the City’s General Fund on an annual basis.

**Q: Does the Charter amendment require a three-fifths (3/5) majority vote to go into effect?**

A: No. The request is to amend the Charter to allow any amount above \$12,000,000 for a period of five years to be placed in an independent fund for “park capital improvements.” Based on past revenue in the Brown Bridge Trust Fund, it is expected that after a five-year period around \$3,000,000 would become available in a separate fund to be used pursuant to the Charter amendment. A Charter amendment requires a simple majority to pass.

# Double Up Food Bucks

## Farmers Market Grant Agreement 2016



May 12, 2016

Traverse City DDA  
 Nick Viox  
 P.O. Box 42  
 Traverse City, MI 49685  
 nick@downtowntc.com  
 231-922-2050

Grant Reference Number: DU-MI-16-107  
 EIN: 38-2289035  
 Farmers Market/s: Sara Hardy Downtown Farmers Market

Dear Nick Viox,

Fair Food Network (“FFN”), a tax exempt nonprofit, is pleased to grant in the amount of \$15000 to the Traverse City DDA for the *Double Up Food Bucks Program*.

Traverse City DDA, hereafter called “the Grantee Organization,” will receive a grant from “FFN” for the Double Up Food Bucks program, hereafter called “the Program” at the Sara Hardy Downtown Farmers Market, hereafter called “the Market”.

<b>Grantee Organization:</b> Traverse City DDA	<b>Market Cycle:</b> Seasonal	<b>Grant Number:</b> DU-MI-16-107
<b>Grant Period Start Date:</b> April 1, 2016	<b>Grant Period End Date:</b> March 31, 2017	<b>Funds Disbursement Method:</b> Single Payment
<b>2016 Grant Amount:</b> \$15000	<b>Beginning Fund Balance:</b> (funds carried over from 2015 program year) \$2894	<b>Total Funds Available:</b> \$17894
<b>Tokens Issued in 2016:</b> 0	<b>Tokens on-hand from 2015:</b> 2975	<b>Total Tokens Granted:</b> 2975

This grant is made on the following terms and conditions:

## Grant Terms and Conditions

### I. Use and Handling of Grant Funds

- a. Funds are to be used by the Grantee Organization to reimburse participating vendors at the Market for Double Up Food Bucks Incentives spent by customers at their stalls at the Market in exchange for eligible products.
- b. Products eligible for Double Up Food Bucks Incentive redemption are unprocessed, Michigan-grown fruits and vegetables. If the Market is in a county, which borders another state, Double Up Food Bucks may be redeemed for produce grown in the state bordering that county.
- c. Double Up Food Bucks tokens or electronic loyalty credits are used as currency proxy for Incentive distribution and redemption at the Market, hereafter called "the Incentive."
- d. Funds shall not qualify for the Double Up Food Bucks Incentive nor may they be used to reimburse a vendor at the Market if the vendor provided a customer with ineligible product.
- e. Funds may not be used to reimburse a vendor who is not participating in the FFN Program or has not signed a Vendor Agreement.
- f. Any portion of the grant funds not used within the grant period or not used for the purposes stated above must be returned to FFN within one month of when both the Grantee Organization and FFN have agreed upon a reconciliation statement, unless the Grantee Organization receives express written consent from FFN.
- g. Grant funds shall be kept separately on the Grantee Organization's books of account as grant funds from FFN; and accurate records of the funds received and expenses incurred under the grant should be kept in accordance with generally accepted accounting principles.
- h. Financial and program based records related to the Grant will be retained for at least four years after the completion of the Grantee Organization's use of the Grant funds.
- i. FFN, at its request, shall have reasonable access to the Grantee Organization's and/or the Market's files, records, personnel and premises for the purposes of making financial audits, verifications, or program evaluations as it deems necessary concerning the Grant.
- j. No part of the Grant funds may be used to carry on propaganda, or otherwise attempt to influence legislation or to influence or to participate in or to intervene in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.
- k. This agreement becomes null and void, and funds of the Grant must be returned if the terms and conditions of the Grant are not met by the Grantee Organization.
- l. The Grantee Organization should have the correct number of Incentive tokens at the end of the Program season based on reporting provided. The calculation used to determine the number of Incentive tokens which the Grantee Organization should have on hand at the end of the season is: the number of tokens received at the start of the season, minus the number of tokens distributed to customers, plus the number of tokens redeemed by vendors. In the instance that the Grantee Organization does not have the correct number of Incentive tokens at the end of the season, the Grantee Organization must provide FFN the cash value of lost tokens. Within the direction of FFN, FFN may waive any return of Grant money if there is a small margin of error with the reconciliation of Incentive tokens.

### II. Program Guidelines and Standards

The Grantee Organization is responsible for ensuring FFN Program guidelines are followed at the Market and agrees to administer the Program as directed by FFN. The Grantee Organization will:

**a) Vendor Education**

- Provide Program information to all vendors at the Market, including those vendors who sell eligible products and those who do not sell eligible products.
- Distribute a Double Up Food Bucks sign to each participating vendor and ensure the signs are visibly posted for customers during the Market's hours of operation.
- Communicate a defined process and schedule for Double Up Food Bucks Incentive redemption and reimbursement with participating vendors at the Market.

**b) Incentive Redemption and Reimbursement to Vendors for Incentives**

- Make reimbursement payments to participating vendors for the cash value of the Incentive redeemed at the Market for eligible product within one month of redemption.
- Prior to reimbursement, the Market must have a signed Double Up Food Bucks Vendor Agreement on file for each vendor for each year of this Grant. The Grantee Organization must provide a copy of this Agreement to FFN upon request.
- To determine the cash value of Double Up Food Bucks redeemed by participating vendors, the Grantee Organization must:
  - a) *If the Market accepts Electronic Benefits Transfer ("EBT") payments using a Mobile Market Plus application, monitor all Incentive Loyalty reports.*
  - b) *If the Market accepts EBT via a token-based system, collect Incentive tokens from participating vendors and maintain and submit to FFN written records of Incentive tokens redeemed by participating vendors using a form provided by FFN or a similar form with FFN permission. Records must indicate the name of the vendor who redeemed the tokens, the date of redemption, the dollar value of tokens submitted and the Market name.*
- If the Grantee Organization makes cash reimbursement payments for Incentive redemption by vendors, the Grantee Organization must be able to verify to FFN that these payments were made by providing a receipt by each vendor or obtaining vendor's signature at time of reimbursement.
- *In seasonal markets, the last day for vendors to accept Incentive in exchange for eligible product is the Market's closing day, and the last day for the Grantee Organization to reimburse vendors for redeemed Incentive is one week after the Market's closing day.*

**c) Incentive Distribution to Customer**

- The Grantee Organization will oversee Incentive distribution to customers using federal food assistance benefits (also called Supplemental Nutrition Assistance Program (SNAP), at the Market.
- A customer at the Market will receive a value of Incentive tokens or loyalty credits equal to the amount of SNAP dollars spent, up to \$20 per market day.
  - a) *If EBT benefits are accepted using a Mobile Market Plus application by each vendor, the Grantee Organization will monitor vendors' SNAP and Incentive transactions to ensure EBT sales are always greater than or equal to Incentive credits awarded.*

- b) *If EBT benefits are accepted at a central terminal and distributed via a token-based system*, the Grantee Organization will maintain records of daily distribution of tokens using a standardized report form provided by FFN or a similar form with FFN permission. This form must provide a record of each EBT transaction and Incentive distribution.
- The Organization must provide third party EBT verification in the form of either,
  - i. A copy of a daily batch receipt from the Market’s point-of-sale device for each market day
  - ii. Monthly statement from EBT merchant processor
  - iii. Report from the Mobile Market Plus application
- *In seasonal markets*, the last day to distribute the Incentive to customers is the last day of the Market’s season

### III. Record-Keeping and Reporting

#### a) Monthly Reports Online

The Grantee Organization will submit weekly totals of the following in monthly reports via an online survey link:

- Cash value of Incentive redeemed by participating vendors and dispersed to customers
- Cash value of EBT redeemed by participating vendors and dispersed to customers
- Number of EBT transactions
- *If EBT benefits are accepted at a central terminal and distributed via a token-based system*, number of new customers as indicated by the number of EBT customers who respond yes to the question “Is this your first time using your Bridge Card (or equivalent) at this market?”

#### b) Verification of Monthly Reports

The Organization will submit the following supporting documentation records for seasonal markets within one month of the Market’s closing day, or upload and submit each month via online monthly reporting survey:

- *If EBT benefits are accepted at a central terminal and distributed via a token-based system*, customer transaction record sheets for each market day must be kept and maintained by Grantee Organization.
  - i. Grantee Organizations participating in the program for the first year must submit these records to FFN.
  - ii. All Grantee Organizations must keep these records on file and must provide a copy of to FFN upon request.
- Third party verification of EBT sales demonstrated by either,
  - i. Copy of a daily batch report from the Market’s point-of-sale device for each market day
  - ii. Monthly statement from EBT merchant processor
  - iii. Report from the Mobile Market Plus application
- Vendor record sheets for each market day indicating cash value of Incentive and EBT redeemed by each vendor. Excel or spreadsheet document with required elements of Vendor Record sheet is allowable.

- Reimbursement payments made to vendors for Incentives redeemed by the Organization as demonstrated by either:
  - i. Completed payment record column on Vendor Record Sheet provided by FFN with date, check number, and total dollar value of check. FFN only requires payment record for Incentive reimbursements. The Vendor Record sheet must indicate the portion allocated to each market currency if the Grantee Organization includes multiple market currencies (eg. EBT, WIC Project FRESH, credit/debit.) in a single reimbursement payment.
  - ii. Report from the Organization’s accounting software verifying each Incentive reimbursement payment made to vendors, aligned with Incentive redemption documentation.
  - iii. With FFN permission, alternative forms of documentation may be acceptable.

**c) Year-End Requirements**

- Provide FFN a copy of signed Double Up Food Bucks Vendor Agreements for participating vendors. Electronic copies and signatures are allowable.
- The Grantee Organization will complete a year-end market manager evaluation survey.

**IV. Evaluation**

- The Grantee Organization may opt-in to distribute a questionnaire to customers at point of sale and a survey to vendors provided by FFN during the Market’s season, and return completed surveys in an envelope provided with pre-paid postage within a month of collection.
- The Grantee Organization will allow for additional evaluation methods at the Market as requested by FFN, an independent evaluation firm, or the United State Department of Agriculture (USDA).

**V. Trademark**

- Fair Food Network owns the trademarked name “Double Up Food Bucks” and the apple/carrot logo. As a Grantee of the Program, the Grantee Organization may use, on a non-exclusive basis, the licensed mark in Market promotional materials for the duration of the Grant period.

**VI. Report Schedule**

Due Date	Report Name	Report Format
Due the first Wednesday of each month for previous month’s activity for all markets. Grantees receiving funds on a reimbursement schedule may opt to submit reports bi-weekly on the first and third Wednesday of each month.	Monthly Report	Online via survey link posted in market manager portal at <a href="http://www.DoubleUpFoodBucks.org">www.DoubleUpFoodBucks.org</a> and sent via email
Due the first Wednesday of each month for previous month’s activity or within a month of the Market’s closing	Verification of Monthly Reports	First year Grantee Organizations must submit hard copy records either in-person, via mail, or by scanning and sending electronically to FFN. Markets providing monthly verification

day for seasonal markets, or upon request.		must scan and upload with monthly online report. All Grantee Organizations must keep records on file and submit upon FFN request.
Due within one-month of completion	Customer and Vendor Surveys	Grantee Organization may opt-in to participating and mail completed surveys in an envelope provided by FFN with pre-paid postage.
Due within one month of the Market's last day or 3/2/2017 for year-round markets. Agreements must be made available upon request by FFN.	Signed Vendor Agreements	Markets must submit hard copy records either in-person, via mail, or by scanning and sending electronically to FFN. Markets providing monthly verification must scan and upload via online report.
Due 12/18/16	Market Manager Survey	Online survey link sent via email and posted in market manager portal at <a href="http://www.DoubleUpFoodBucks.org">www.DoubleUpFoodBucks.org</a>

## VII. Disbursement of Funds

FFN will disburse funds following the receipt of counter-signed grant agreement and a W-9 or copy of tax exempt letter from IRS for tax exempt organizations from the Fiduciary or Grantee Organization in one of the following two methods as denoted on Page 1.

- a) Single Payment: Funds will be released to the Fiduciary or Grantee Organization in a single payment made by a check; or
- b) Scheduled Reimbursement: FFN will reimburse the Fiduciary or Grantee Organization for the cash value of Incentives spent by customers at the Market after the Organization submits complete and accurate reports in the following manner:
  1. FFN will process payments and disburse funds for the cash value of Incentive loyalty transactions redeemed by customers at the Market within 2 weeks of receiving a complete monthly report from the Fiduciary or Grantee Organization.
    - a. Reimbursement reports are due on the first Wednesday of the month for transactions during the month prior. The Fiduciary or Grantee Organization may opt to submit reimbursement reports bi-weekly on the first and third Wednesday of the month.
    - b. FFN will only process payments and disburse funds on a bi-weekly schedule. Late reimbursement reports will not be processed until the next scheduled opportunity.
  2. FFN will process payments and disburse funds for the cash value of Double Up Food Bucks tokens redeemed for eligible product by customers within 2 weeks of receiving redeemed tokens with complete token reimbursement report from the Fiduciary or Grantee Organization.
    - a. FFN will provide the Fiduciary or Grantee Organization with postage-paid envelopes for certified mail return of reimbursed tokens and token reimbursement report form upon request.

If Grantee Organization violates any of its duties (including failing to make timely or accurate reports) then FFN could require a refund from Grantee Organization to FFN of part of the Grant that relates to or is impacted by the breach by the Grantee Organization. FFN reserves the right to discontinue, modify or withhold any payment due under the Grant, to require repayment of expended Grant funds, or a refund of unexpended Grant funds, if, in its judgment, such action is necessary to comply with the requirements of any law or regulations affecting its

responsibility with respect to the Grant. If any of the conditions of the Grant are violated by Grantee Organization, in addition to requiring a refund of the amount giving rise to the violation, Fair Food Network will have no further obligation to continue to fund the Grant.

The foregoing conditions comply with FFN's obligation under U.S. law to make reasonable efforts and establish adequate procedures to see that the Grant funds are spent solely for the purposes for which they have been granted and to obtain full and complete records on how the Grant funds have been expended. Changes in the U.S. laws or regulations may require FFN to ask that more detailed reports be submitted or other steps be taken. FFN will inform the Grantee Organization of any such changes. If the Grantee Organization accepts the above stated conditions, please have a duly authorized representative of the Fiduciary or Grantee Organization sign below and make a copy for the Organization's files. Electronic signatures are acceptable.

Return original or copy of the entire signed agreement by mail to Michigan Farmers Market Association to the following address:

Michigan Farmers Market Association  
Attn: Double Up Food Bucks  
480 Wilson Rd, Room 172  
East Lansing, MI 48824

Or scanned and emailed directly:

To: [sydney@mifma.org](mailto:sydney@mifma.org) | Subject: Signed agreement for Double Up Food Bucks

On behalf of Fair Food Network, I want to extend our best wishes for success in your work.

Sincerely,



Dr. Oran B. Hesterman  
President and CEO





# Memorandum

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To: Rob Bacigalupi, DDA Executive Director  
From: Nicole VanNess, Parking Administrator  
Date: May 4, 2016  
Re: Oversized Vehicle and Vehicle w/Trailer Rate

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Lot D on the south side of the 300 block of E. Grandview Parkway is currently configured with double spaces that accommodate oversized vehicles or vehicles with trailers. We often hear from boat slip holders and those paying boat launch fees at the Marina that these spaces should mirror boat launch rates or a rate that reflects the use of two spaces. This is a reasonable request, and we would like to implement this new rate after Memorial Day when we will see an increase in the use of this lot.

**I recommend the DDA Board of Directors approve a \$2 per hour meter rate for oversized vehicle or vehicle w/trailer parking spaces.**



# Memorandum

Grand Traverse County  
Planning and Development  
231.922.6890 Fax 231.922.4636  
jderenzy@grandtraverse.org

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**To:** Downtown Development Authority

**From:** Jean Derenzy, Deputy Director Planning and Development / City Community Development

**Date:** May 18, 2016

**Subject:** Executing Option – 145 West Front Street

One of the priority goals of the DDA is close to reality, being securing/owning property on the West End of Front Street. The exercising of the option will be recommended to the City Commission at their special meeting to be held on Tuesday, May 31. Part of the exercising of the option will be consideration by the DDA to participate with your public partner, the Brownfield Authority, in a Department of Environmental Quality loan.

When we discussed this last fall, the City was going to commit \$500,000 out of the parking fund for underground parking at 124 West Front as part of the deal to purchase 145 West Front. However, the City Treasurer, Bill Tweitmeyer, has advised that we are unable to utilize the parking fund for private development. With the guidance of the West Front Parking Committee, we have negotiated a lower cost commitment with the private land owner. We would instead, provide security for a \$236,902.08 MDEQ loan for 124 West.

Property located at 124 West Front has a DEQ loan, which was used for tank removal and soil remediation. The loan is paid back over a period of 11 years with brownfield tax increment financing (Brownfield TIF being State and ISD taxes). The current amount owed to the State is \$236,902.08, for an annual payment is \$50,260.77. To ensure that there is sufficient TIF for this annual payment, a certificate of deposit is held by the BRA from the private developer. As part of the exercising of the option, the CD would be released when construction begins, and the DDA would guarantee the annual payments with the Brownfield Authority if for some reason brownfield TIF is not available for this purpose.

This option is mutually beneficial for public and private:

- ✓ incenting with less money that allows both projects to move forward; being public securing land and the private development at 124 West Front moving forward.
- ✓ Better approach/deal for the City and Downtown Development Authority --- utilizing less dollars for the project (being \$500,000)
- ✓ City receives the preferred location of land at 145 West.

# 200 Block Snow Melt Project Update

*May 18, 2016*

## Timing

- We now know that the job will impact the block for 60-90 days.
- Is Spring better than Fall construction?
- Any future attempt at the project will be based on property owner initiation.
- Funds must be available to do the project (see below).

## Capital Costs

- Engineer's estimate is \$376,195.
- April 4, 2016 bid was \$502,288.
- Good chance we could get a better price with more lead time for bidding.

## Operation and Maintenance Costs

- State Street system costs around \$2.18 per linear foot per year for gas.
- Annual ongoing maintenance is \_\_\_\_\_.
- Periodic repairs are \_\_\_\_\_.

## DDA Considerations

- DDA policy requires funds to be available and there currently are no funds available.
- There likely will not any funds available until Fall 2017.

# TIF 2 Replacement Schedule

A New Vision for Old Town

## PREPLANNING

October 28, 2015 Meeting with Taxing Authorities

## DATA COLLECTION

First week of February Meet with Tim L and Dave G to establish baseline projects  
Third week of May Send out baseline list to other department heads for review  
First week of June Downtown market analysis complete, possibly with recommended strategies for the Old Town area

## DEVELOP NEW PLAN

May 2016 City Commission reestablishes Development Area Citizens Council  
May 16-20, 2016 Eighth Street Charrette - part of the former TIF 2 area will be included in this project  
June/July 2016 Hold neighborhood meetings to brainstorm vision for larger Old Town area and create a list projects and improvements for new plan  
August 19, 2016 DDA Board reviews new vision for Old Town and outline for new plan  
Week of August 22 Development Area Citizens Council reviews vision for Old Town and outline of new plan  
September 12, 2016 City Commission study session on new vision for Old Town  
September 2016 Draft plan and submit for legal review  
October 21, 2016 DDA Board recommends new plan

## APPROVE NEW PLAN

November 7, 2016 City Commission sets public hearing  
December 5, 2016 City Commission holds public hearing and considers adoption of the new plan



# Memorandum

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To: Rob Bacigalupi, DDA Executive Director  
From: Nicole VanNess, Parking Administrator  
Date: May 3, 2016  
Re: Parking Services Updates – May 2016

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## ***Meter Housing Replacement – New Business***

As you may have heard, we have reported theft of parking meter coin with TCPD. This type of theft is unique in that the offenders are familiar with the meters and have access to manufacture keys. There is no physical damage to the meter housing itself. The existing meters first hit the market back in the 70's. We are unable to purchase a more secure lock that would fit the meter housing. In October 2014, we replaced 325 meters in the “core” areas. We have budgeted for another round of replacements in the 2016-2017 budget. We are evaluating our current budget and may propose we move forward with the purchase of secure housings before the end of this fiscal year.

## ***HVAC Service and Maintenance – New Business***

We recently went out for bid for our service and maintenance contracts for both garages since our 3 year agreements is ending. Bids are due back to the City Manager's Office Tuesday, May 10<sup>th</sup>. Once the bids are reviewed, we will send a recommendation to City Commission to initiate a new 3 year contract.

## ***Old Town Garage – Elevator Correction Orders***

We recently had our state elevator inspection at Old Town Garage. The inspector issued corrective action forms for both elevators. One elevator requires a repack of the hydraulic pistons to repair a leak, and both need the crawl space cleaned. An initial quote is estimated at \$12,000. Given our timeline to complete the repairs, a confirming service order will be sent to City Commission for approval.

## ***Residential Parking Public Input Sessions - Update***

We have completed all of the residential public input sessions. As of today, 156 people have completed the online survey. John Serratelli will schedule a meeting with the Parking Subcommittee for the end of May. We will provide survey results to the Planning Commission Parking Subcommittee for feedback. All residents, property owners, and commuters are encouraged to take the survey <http://www.downtowntc.com/maps-parking/residential-parking> before the end of the month.

# Downtown Traverse City Association

## Regular Board Meeting

April 14, 2016

### Minutes

**Present:** Alyssa Bright, Allison Beers, Jeff Guntzviller, Jeff Joubran, Jake Kaberle (departed 9:44 am), Dave Leonhard, Misha Neidorfler

**Absent:** Kim Bazemore, John McGee

**Staff/Others:** Rob Bacigalupi, Colleen Paveglio

1. **Call to Order:** President Joubran called the meeting to order at 8:35 a.m.
2. **Approval of Minutes of the DTCA Board Meeting of March 10, 2016:** Minutes from the March 10, 2016 board meeting were approved as amended upon **motion by Beers and second by Kaberle** Motion carried unanimously.
3. **DDA Report (Bacigalupi)**
  - a. **DDA Report**
    - i. Market Analysis
    - ii. 200 Block Snowmelt
    - iii. Garland Street
4. **Marketing Report (Paveglio)**
  - a. **Job Fair**
    - i. Friday, April 29: 11 Participants
  - b. **Celebration for Young Children**
    - i. April 30, 2016
    - ii. Hands on activity center to take place at ECCO this year
    - iii. Children's artwork throughout Downtown TC
  - c. **Art Walk**
    - i. May 6, 2016: 28 Participants
  - d. **2016 Art Fair Series**
    - i. Due April 1 and notifications sent by May 1, 2016
  - e. **Happy Apple Days/MI Apple Crunch Day**
    - i. Apple vendor is able to provide a different variety of apple in late October
    - ii. Event to stay on same day and evaluate partnership in October 2016 for future planning
  - f. **Miscellaneous**

- i. TCAPS Dumpster Art Project
  - 1. **Motion by Leonhard, seconded by Kaberle that the DTCA Board of Director serve as fiduciary for the TCAPS Dumpster Art Project at no cost to the DTCA. Motion carried unanimously.**
- ii. Website: Quarterly analytics
- iii. Social Media: As of April 12, 2016
  - 1. Facebook: 13,735
  - 2. Instagram: 9,949
  - 3. Twitter: 11,895
- iv. Newsletter Report: April
- v. DIA Inside Out
  - 1. 12 works of art: Locations provided
  - 2. Printing to Parks and Recreation and City Commission for approval on City owned property
- vi. Bryan Crough
  - 1. Framing donated by Todd McMillen
  - 2. Thank you note

## 5. Committee Reports

- a. Outdoor Cafe Committee
  - i. Review of notes from committee meeting
- b. Nominating Committee: McGee, Beers, James C. Smith
  - i. **Motion by Beers, seconded by Bright that the DTCA Board of Directors accept the slate of candidates proposed by the Nominating Committee. Motion carried unanimously.**
- c. Membership Committee
  - i. Invoice to be sent and include dues structure
    - 1. Bullet points with benefits of DTCA Membership
  - ii. Recruitment in May

## 6. President's Report (*Joubran*)

- a. None at this time

## 7. DDA Report Continued (*Bacigalupi*)

At this point in the meeting Kaberle departed

### a. Financial Report

- i. **Approval of the Financial Report through February 29, 2016: Financial Report for February 29, 2016 was approved upon motion by Beers and seconded by Leonhard. Motion carried unanimously.**

- a. Banking
- b. Prioritization Exercise
  - i. Board reviewed
- c. TBAISD Summer Work Program
  - i. **Motion by Leonhard, seconded by Beers that the DTCA Board of Directors authorize the expenditure of \$816 for the TBAISD Summer Work Program from the Professional Services line item in Fiscal Year 16'-17'. Motion carried unanimously.**

**9. Adjournment**

- a. Motion to adjourn at 9:50 a.m.

# #MY CIVICS SQUARE

JUNE 3RD - 5TH  
 LOT ○  
 (BY THE CASS ST. OMELETTE SHOPPE)

JOIN THE CITY PLANNING DEPT., TC PARKING SERVICES & THE DDA AS WE CELEBRATE COMMUNITY & DISCOVER WHAT HAVING A CIVIC SQUARE IN YOUR DOWNTOWN MEANS TO YOU

## fri. june 3rd

- 10-6: city's master plan review
- 12-1: brown bag lunch & coloring with crooked tree arts ctr.
- 4-6: live music, cherry republic events, & cards against urbanity with special guest host, gary howe
- DUSK: "the princess bride" presented by bike-in tc

## SCHEDULE

## sat. june 4th

- 11:30-12:30: little bird kid's concert with miriam pico presented by traverse city kid
- 11:30-2:30: brown bag lunch & yard games with tc picnic club
- 2-4: groundwork hands-on family activity & cherry republic games
- 4-8: art in the square - painting a parking space art competition with the tc arts commission

## sun. june 5th

- 8-3: live music & last day for the photo competition

### photo competition

let the city know what you would like in your civic square by using the photo booth and sharing your photos on the event page, emailing them to the planning dept. or posting them on social media with #mycivicsquaretc. Share your thoughts, and you could win a #downtowntc shopping spree!

